

Student Records Policy & Procedure

Ratification Date: RNS Board 01/09/2021	Next Review: 2022/23 or after an event or changes to the minimum standards as advised by the VRQA	Availability: <table><tr><td>Web</td><td>X</td></tr><tr><td>Office</td><td>X</td></tr><tr><td>On Request</td><td>X</td></tr></table>	Web	X	Office	X	On Request	X	Actions:
Web	X								
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1.0 PURPOSE

River Nile School is a Specialist Reengagement Senior Secondary School for young women who are Humanitarian Refugees and new arrivals to Australia. As such they are extremely vulnerable and generally have experienced significant trauma in their lives.

The River Nile School adheres to student recording keeping principles in order to fulfil VCAA and VRQA requirements and ensure the safety and integrity of VCAL students' data.

The River Nile School counsels, selects and enrolls students into VCAL with the expectation that a student will be able to complete the qualification successfully. To support students' continuing learning pathways, the River Nile School has a commitment to manage student records to meet registration and administration obligations and support student progression.

The Principal has the responsibility to appoint the VASS Administrator for the Youth2Industry College. The Principal or VCAL Coordinator will disseminate all official VCAA emails, notices, bulletins and other official communications to all relevant staff.

2.0 SCOPE

- To ensure that a process for the management of student administration through the VCAA mandated processes is conducted efficiently and effectively
- To ensure that all teachers and administrative staff are trained in their roles as required to manage student records correctly
- To ensure that students are able to access their relevant records in relation to their enrolment in, and progress through, VCAL

This policy will be available on SharePoint, summaries in the River Nile School Handbooks and at reception.

3.0 IMPLEMENTATION

3.1 Enrolment Procedures

Enrolling students must meet all requirements and provide all relevant documentation. Students must participate in an interview with the VCAL Coordinator and complete any necessary assessments prior to enrolling into the River Nile School's VCAL program. All related enrolment forms must be signed by the student (and a parent/guardian if the student is under 18). For further information on this process please refer to **RNS Enrolment Policy and Procedure**.

The student's VCAL enrolment will be entered into VASS by the River Nile School Administrator Officer (also the VASS Administrator), using the procedure as described in the "VCAL Quick Guide for VASS Administrators", this resource will be downloaded from the VCAA webpage annually to ensure that it is the most recent version.

- All enrolment forms and documents will be stored securely in a locked filing cabinet or cupboard within a locked storeroom
- Internal audits will be carried out periodically to ensure that the integrity, accuracy and currency of student records are maintained

3.2 Accuracy of Students' Personal and Enrolment Data

The accuracy of personal, enrolment and results data is the River Nile School's obligation to its students. Data may be entered into the VASS database manually or by data import.

Once the student has been enrolled into VASS a Student Full Details Report should be run as part of the audit process and given to the student for checking to ensure that all personal details are true and correct at the time of enrolment. The VASS Administrator should also run a VASS Eligibility Report to ensure the student's **RNS Individual Pathway Plan (IPP)** meets program requirements and can lead to the award of a VCAL qualification.

It is imperative that if enrolling a student that has already been enrolled in VASS previously, that accurate details of the student be used to ensure a match of the personal details, so that the student's academic history can be found and continued. If the student cannot be located on the system, contact with the VCAA VASS Operations should be made.

If enrolling a student that is in the process of gender reassignment, the River Nile School should contact VCAA for further advice.

VASS-generated class lists should also be produced and handed to class teachers at the beginning of each VCAL unit. Class teachers should confirm the list against the students they are teaching. When a student's enrolment changes, the relevant class lists should be produced and given to the class teachers for signing to confirm acknowledgement of the changes. These audit procedures are essential for ensuring the accuracy of students' personal and enrolment data.

Refer to the VCE and VCAL Administrative Handbook to see additional specific information regarding:

- Student data imports
- Student number errors
- Reporting the death of a student
- Student enrolment data
- Data amendments and late fees

4.0 VCAL COORDINATOR RESPONSIBILITIES

The VCAL Coordinator will ensure that all staff who deliver VCAL programs have been instructed in the purpose and use of all River Nile School's policies, procedures and related documentation. This will ensure all staff have the information available to perform the duties required of them to deliver VCAL and manage the related administrative requirements.

5.0 RECORD KEEPING

All River Nile School's staff must be familiar with the following RNS record keeping requirements:

- VCAL student personal files must be kept securely in a locked filing cabinet at all times
- It is expected that students will retain ALL work completed during a year, until the end of the year in which the work was undertaken. Such work may be requested by the VCAA as part of the process of course sampling
- Any student work assessed as N, or about which any concerns are held, should be retained by the teacher in original or photocopied/scanned form
- Copies of all assessment tasks, assignments, role plays, projects etc and learning material for the unit will be maintained for a minimum of one-year post completion of the unit/qualification
- Copy of assessment coversheets with the results by the student for respective VCAL units should also be kept for a minimum of one-year post completion of the unit/qualification
- While delivery of VCAL program is occurring teachers should retain a representative sample of student work for each outcome to assist in the review of River Nile School's program and VCAL quality assurance processes
- Structured Workplace Learning (SWL) forms will be maintained for seven years
- Online records and results are held separately from student work and protected by external security protocols and internal passwords and backed up daily through the use of SkyKick Cloud Back Up. VASS and other computer databases are kept in such a way that records are not accessible to students or other unauthorised persons
- Assessments must comply with **RNS Assessment Monitoring and Reporting Policy and Procedure**

6.0 STORAGE

The River Nile School will ensure that suitable storage arrangements and appropriate filing procedures exist with security arrangements for all records that contain personal information and that these arrangements will meet the requirements of the VCE and VCAL Administrative Handbook. The River Nile School will take all reasonable steps to ensure that personal information is suitably protected and securely stored and is safe from misuse, loss, unauthorised access, modification or disclosure.

At the completion of each calendar year the VCAL Coordinator will manage the removal and destruction of records that have reached their expiry date. These records will either be shredded or put in the corporate document destroyer.

7.0 VCE AND VCAL ADMINISTRATIVE HANDBOOK

The VCAL Coordinator must access a version-controlled copy of the "VCE and VCAL Administrative Handbook 201x" when it is published in the year preceding the VCAL delivery year being planned. All VCAL administrative processes must align with the requirements described in the VCE and VCAL Administrative Handbook.

8.0 VICTORIAN ASSESSMENT SOFTWARE SYSTEM (VASS)

VASS is VCAA's central database to maintain student details, assessment information and 'school' details. It is imperative that the accuracy, privacy and security of the data is maintained at all times.

The following information is taken from VCE and VCAL Administrative Handbook 2020. This information should be reviewed and updated annually based on the current version of the handbook published on the VCAA website. Information can also be found in the VASS New Users Training Manual, VCAL Quick Guide for VASS Administrators, RTO Quick Guide for VASS Administrator, that are published on the VCAA website.

8.1 Hardware requirements

VASS Administrators and users will need access to computers with the following specifications:

- Operating system: Windows up to version 10
- Browser: Internet Explorer (32 bit) up to version 11 (not Edge)

Once logged into VASS, the MeadCo Software and License agreement should appear. If the MeadCo ScriptX Software and License agreement is not downloaded then VASS will not function correctly.

8.2 Registering for VASS

The River Nile School is required to have access to VASS. The River Nile School can apply for a user ID and password by contacting VCAA VASS Operations, which will issue one upon VRQA approval of school registration.

VASS allows the River Nile School direct access to the VCAA central database to maintain student details, assessment information and River Nile School's details. It is imperative that the accuracy, privacy and security of the data is maintained at all times.

The River Nile School will uphold VASS integrity through the use of the following policies and procedures:

- **RNS Privacy Policy & Procedure**
- **Assessment Monitoring and Reporting Policy and Procedure**
- **RNS Enrolment Policy and Procedure**
- **RNS Procedure for Staff Recruitment and Employment**

8.3 VASS users

There are several VASS user types, that allow the River Nile School to control and maintain the security of their student data. The VASS Administrator has system control for the River Nile School and is responsible for setting up other users.

The VASS Administrator uses their high-level access to administer VCAL for the River Nile School, including setting up the River Nile School's program, enrolling students, entering results and producing reports. The VCAA recommends that each VCAL provider should have no more than four VASS Administrators.

8.4 Data security and VASS

VASS has a three-layer security system: each user must have a username, password and valid passcode. The River Nile School must contact VCAA VASS Operations to have new VASS Administrators created or to modify existing VASS Administrators.

However, VASS Administrators can set up other VASS users. All users will be required to change their own password every six weeks. This will be monitored by the VASS Administrator.

If VASS Administrators experience problems, including authentication device failures or password and login issues, they should contact VCAA VASS Operations.

8.5 Submission of data

Enrolment, unit completion and assessment data must be entered in accordance with the administrative requirements of the VCAA and must meet critical dates. The VCAL Coordinator will ensure that dates and timelines align with the VCAA Administrative Dates and Assessment Schedule published via the VCAA website each year.

Student transfers must be executed according to VCAA requirements.

9.0 ACCURACY OF RESULT DATA FOR VCAL AND VET

The accuracy of results data is the River Nile School's obligation to its students. Data may only be entered into the VASS database manually. The River Nile School reports:

- Students' results for completion of VCAL units and VET/FE units of competency
 - VET/FE unit of competency results are reported as S (satisfactory) or N (not yet completed)
 - VCAL unit results are reported as S (satisfactory) or N (not yet completed)

VASS can be used to produce input, summary and missing result reports for all types of results. The River Nile School, specifically the VASS Administrator in collaboration with the VCAL Coordinator must check these reports to ensure that all students' results are entered.

All VCAL unit results are due at the VCAA on SIAR 4. However, the VCAA recommends schools enter unit results for Semester 1 as they are received, to reduce the amount of data entry required in November.

10. WITHDRAWAL OF STUDENTS FROM VCAL ON VASS

Students wishing to withdraw from VCAL must first complete the **RNS Student Exit/Termination Form** available from the VASS Administrator. It is not possible for schools or individuals other than the student to withdraw a student's enrolment without the student's written permission. The student exit/termination form should be stored for 2 years and the withdrawal entered on VASS.

Students may choose to withdraw from their studies at any time. The records of their enrolment can only be withdrawn from a unit if the **enrolment** date for that unit has not passed. Student enrolments cannot be withdrawn from the database if there are results recorded for the enrolment.

11. DELAY OF SATISFACTORY COMPLETION

A delay of satisfactory completion can occur if a student misses too many classes or the work presented does not meet VCAL assessment guidelines. Teaching staff will work with students who are assessed as 'N' (not yet complete) and provide opportunities to satisfactorily complete VCAL units, FE units and VET units of competency to achieve an 'S' result wherever possible.

Students must commit to make up lessons missed and complete all outcomes prior to unit results being entered onto VASS.



12. PRIVACY

RNS only collects students' personal information that is required to carry out its legitimate educational requirements. When collecting personal information, RNS shall take steps wherever possible to inform the student about:

- The purpose of the collection of information
- The rights of access by the individual to personal information held by the Youth2Industry College

RNS will only use or disclose information for the primary purpose for which it was collected. RNS will also use contact details provided to communicate with students and/or nominated people in the event of an accident or emergency. The River Nile School will not use or disclose collected information for any other purpose without student consent.

Under the Privacy and Data Protection Act, students have the right to request access to personal information held about them by the River Nile School and the VCAA.

For further information, please refer to **RNS Privacy Policy & Procedure**.