

The Performing Arts Conservatory

Performing Arts Education Pty Ltd trading as
ABN: 11 009772 481 RTO NO: 30372

Vocational Education Policy No.#6

Student Record Management & Privacy

CEO

20170620

Authorizer

Approval Date

Marcus Hogan

Print Name

Signature

Version Control

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1. PURPOSE

This policy outlines the TPAC agreement to ensure that professional Student Record Management and Privacy conditions are met and applied to all TPAC students in relation to all documentation and records.

2. SCOPE

This policy applies to all students for all accredited courses offered at TPAC.

3. DEFINITIONS OF TERMS & ACRONYMS

Acronym: TPAC = The Performing Arts Conservatory

Acronym: DOL = Director of Learning

Acronym: ADOL = Assistant Director of Learning

Acronym: VET = Vocational Education Training

Acronym: CEO = Chief Executive Officer

Acronym: NVR = National Vocational and Training Regulator Act 2011

Acronym: VHDC = Vocational Heads of Department Council (ie. Directors of Learning)

4. RESPONSIBILITIES AND ACCOUNTABILITY

In relation to all vocational education specific policy and procedure documentation operational within TPAC the CEO has ultimate responsibility for approving, updating and committing to all policy content and for setting and articulating TPAC's attitudes in relation to the same. In reviewing or amending any TPAC vocational education policy or procedure documentation, the CEO must consider any feedback provided by:

- TPAC Governing Board
- TPAC Vocational Heads of Department Council
- Administration Managers
- Other TPAC staff
- Any relevant documented submissions by students

The CEO will ensure all relevant staff and students are informed and aware of all current policy content that impacts on their work and or study life

5. REFERENCES

- a. National Vocational Education and Training Regulator Act 2011
- b. Standards for NVR Registered Training Organisations 2012 (F2013L00167)

Policy Statement & Related Information

TPAC considers Student Records to be highly confidential and as such access to any information gathered in the course of enrolment, learning and/or assessment is strictly limited.

TPAC agrees Student Records are not to be released to anyone other than:

- Authorised Persons or;
- Persons holding a Student Records Authorised Access Form signed and dated by the CEO

The confidential nature of Student Records also precludes them from access to any outside enquiry by any agency whether it be private or public for any reason whatsoever, unless consent is provided by the Student in writing and approval is granted in writing by the CEO

END DOCUMENT.