



VCAL STUDENT DETAILS AND RECORDS POLICY & PROCEDURES

PURPOSE

To ensure that Skillinvest captures, records and maintains student details and records, ensuring their integrity, accuracy and currency in compliance with the minimum standards for a Non-School Senior Secondary Provider (NSSSP).

DEFINITIONS

Home School – refers to the Secondary School in which the student is enrolled in partnership with Skillinvest.

Student Details – personal details specifically relating to a VCAL student such as their age, gender, address and contact details as maintained in Skillinvest Student Management System (SMS) and the Victorian Assessment Software System (VASS).

Student Records – details specifically relating to a VCAL student regarding their enrolment and academic progress – as recorded in the Victorian Assessment Software System (VASS).

Victorian Assessment Software System (VASS) – an online Victorian State Government website that allows providers of VCE, VET and VCAL to enter and upload information relating to student details and results.

OBJECTIVES

- To ensure personal information of students enrolled in VCAL courses run by Skillinvest are obtained and maintained to ensure their integrity, accuracy and currency in both Skillinvest's SMS and within VASS;
- To ensure student records are maintained to ensure their integrity, accuracy and currency in both Skillinvest's SMS and within VASS;
- To ensure that VCAL students have the means to access copies of their student details and student records in a timely manner;
- To ensure that VCAL students have the means to advise Skillinvest and their Home school of any changes to their details and that these changes will be made in a timely and secure manner;

POLICY

Skillinvest will capture all student details upon enrolment of each student into a Skillinvest VCAL course via the VCAL Student Enrolment Form. A student will not be enrolled unless the enrolment form has been completed in its entirety and signed by the student (and a parent or guardian for students under the age of 18) to ensure accuracy.

The original VCAL Student Enrolment Forms will be filed in the relevant student files (whether in soft or hard copy) that are to be stored securely and disseminated only in strict accordance with Skillinvest's Privacy Policy.

Skillinvest staff will undertake reviews of student details on a quarterly basis.

Skillinvest will ensure it has access to VASS – understanding that it would be read only access as only the Home school would have the ability to amend the details of Skillinvest students in VASS itself.

Student records are required to be provided to the schools at the end of each semester. The final provision of student records for each school year must be undertaken by no later than the date specified in each VCAL Contract between Skillinvest and the respective Home school.

The VCAL Coordinator will undertake review of student records on a semester basis, coinciding with the Parent Educator Interviews being conducted.

Students are to be provided with the opportunity to access and review all student details and student results relating to them at any time. The process is to be outlined in the Procedure section of this document and be communicated to the student via the VCAL Student and Parent Information Handbook. The information provided should also contain instructions on how to advise/request changes to student information.

Any concerns of a student relating to their student records should be handled in accordance with the VCAL Student Appeals and Complaints Policy and Procedure.

PROCEDURE

Enrolment

1. Students enrolling in a Skillinvest VCAL course are to complete a VCAL Student Enrolment Form (Enrolment Form);
2. The Enrolment Form must be completed in its entirety and signed by the student (and a parent or guardian if the student is under the age of 18 years);
3. An enrolment will not be permitted to proceed until the Enrolment Form has been completed in its entirety and signed in accordance with the above. Likewise, the information contained on the Enrolment Form will not be entered into the Skillinvest database until the same conditions are met;
4. Upon the processing of these details into the Skillinvest database, the details should be cross referenced with the student details contained in VASS to ensure accuracy. Where any inconsistencies are identified, the student should be contacted to confirm which details are correct prior to the adjustment being made (refer procedure relating to making changes to student details as specified later in this document);
5. Upon the student details being entered into a Skillinvest database, the Enrolment Form will be saved in either hard or soft copy in a secure location;

Checking Student Details - Skillinvest

Subsequent to enrolment, student details should be checked by Skillinvest staff for accuracy and currency at the start of each school term commencing subsequent to each students' enrolment. This will include:

1. Cross referencing student details between Skillinvest's database and VASS;
2. Identifying any discrepancies between Skillinvest's database and VASS and getting the student to confirm which details are correct and making such changes where appropriate (refer procedure relating to making changes to student details as specified later in this document);

3. Confirming with the student whether there have been any changes to their student details and making such changes where appropriate (refer procedure relating to making changes to student details as specified later in this document);

Checking Student Details - Student

Students have the right to access their student details that are recorded in both Skillinvest's SMS and VASS. In order to do this, they must email a request to the VCAL Coordinator (or Training Manager if the VCAL Coordinator is unavailable) requesting such access.

Upon receiving such a request, Skillinvest must provide the student with the requested information within two business days. The information should be provided in the form of a report from the respective system (i.e. VASS or Skillinvest's SMS) and attached as an email to the student.

The above process is communicated to VCAL students via the VCAL Student and Parent Information Handbook.

Checking Student Records – Skillinvest

Student records are to be maintained on VASS by the Home school (as Skillinvest does not have access to make changes onto VASS directly).

Student records are required to be provided to the schools at the end of each semester. The final provision of student records for each school year must be undertaken by no later than the date specified in each VCAL Contract between Skillinvest and the respective Home school.

The VCAL Coordinator (or in their absence, the Training Manager) is required to submit student records to each Home school within the above timeframes, reviewing each student record to ensure accuracy prior to its submission.

The VCAL Coordinator (or in their absence, the Training Manager) is required to check the student records on VASS subsequent to confirmation of the Home school successfully uploading those records. This checking should be undertaken within two business days of such confirmation being received to ensure any discrepancies are identified and rectified prior to any close off date/s schools have for uploading records into VASS.

Checking Student Records – Student

Students have the right to access their student records that are recorded in both Skillinvest's SMS and VASS. In order to do this, they must email a request to the VCAL Coordinator (or Training Manager if the VCAL Coordinator is unavailable) requesting such access.

Upon receiving such a request, Skillinvest must provide the student with the requested information within two business days. The information should be provided in the form of a report from the respective system (i.e. VASS or Skillinvest's SMS) and attached as an email to the student.

The above process is communicated to VCAL students via the VCAL Student and Parent Information Handbook.

Making Changes to Student Details or Records

Any changes to be made to students' details or records contained on Skillinvest's SMS is to be undertaken by a Skillinvest staff member after approval to make such a change has been provided by the VCAL Coordinator (or Training Manager if the VCAL Coordinator is unavailable). This change should be made within two business days of the need or request to change has been identified or received.

If the change has come about due to a request from a student, they should be provided with email confirmation of what change has been made and from what date.

Any changes to be made to students' details or records contained in VASS is to be requested by the VCAL Coordinator (or Training Manager if the VCAL Coordinator is unavailable) to the respective Home school in writing. This request should be made within two business days of the need or request to change having been identified or received.

If the change has come about due to a request from a student, they should be provided with email confirmation of what change has been made in VASS and from what date. A copy of the revised details contained in VASS should be provided as evidence.

NOTE: As Skillinvest does not have access to make changes to VASS directly, every effort to ensure the privacy of student details and records when communicating details and results (or changes thereto) with the Home school.

POLICY & PROCEDURE EVALUATION & REVIEW

This policy was last updated in Term 3 2019 and is scheduled for review in Term 3 2023.