Office of the State Archivist

DISPOSAL SCHEDULE FOR VOCATIONAL EDUCATION AND TRAINING RECORDS OF THE INSTITUTE OF TAFE TASMANIA

Disposal Authorisation DA2183





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Authorisation

Under Section 20 (2) (b) of the *Archives Act 1983* (Tas), I authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in this schedule in accordance with the procedures specified.

Ross Latham State Archivist

Version	Date	Comments
3.0	2/10/2025	Authorised release, replaced with preceding version. Template updated.

Document Development History

Version	Date	Comments
1.0	06/07/2004	Initial release (or description of changes)
2.0	16/07/2015	New TAHO template
		A class has been added at 03.23.02 – Resource Development (Learning Resource Management).
3.0	02/10/2025	A class has been added at 04.27.01. This class did not exist in the 2004 version so has been added so that the remaining classes in this activity are consistent between the two schedules.
		The published, 2015 version was missing large portions and was unusable. It has been replaced with the preceding version and the template has been updated.

Introduction

Disposal Schedules are the State Archivist's ongoing permission to dispose of records.

They identify:

- which records have a permanent retention and will be transferred to the Tasmanian Archives
- the minimum time that temporary records need to be kept before they can be destroyed.

Authority

Tasmanian government organisations covered by the *Archives Act 1983* (Tas) can only dispose of records with the written permission of the State Archivist.

"Disposal of records" means destroying them, removing them from the creating organisation, or transferring them to the Tasmanian Archives.

Responsibility for review

You are responsible for monitoring legislative or regulatory changes which may affect disposal of records covered by this schedule. If this happens, please tell the Office of the State Archivist because we may need to review the disposal schedule.

Unscheduled Records

Unscheduled records are records not covered in this or any other disposal schedule and include all pre-1960 records.

Please contact us to discuss procedures to manage these records.

You Cannot Destroy Records, Even if the Retention Period has Passed, if:

- they are the subject of a **records retention notice** ("disposal freeze") issued by the State Archivist or your organisation; or
- they may be required for an investigation, inquiry or Royal Commission which is in progress or expected; or
- they may be needed as evidence in a current or expected legal matter; or
- they are needed for applications in progress under the Personal Information Protection Act 2004 (Tas) or Right to Information Act 2009 (Tas); or
- there is a native title claim in progress.

If any of these apply, identify all relevant records and keep them until the matter and any following reviews, appeals or actions are complete. This may be longer than retention periods in this schedule.

Records Of First Nations People

Keep records of First Nations' people if they document cultural connection to place and/or the impact of government policies on individuals, families and communities.

More Information

Outsourcing:

You are responsible for recordkeeping, even if your organisation outsources a function.

• Retention periods are minimums:

The retention periods in this schedule are minimum periods.

- You can keep records longer where there is a business need for them.
- Take a risk-based approach when deciding how long to keep records.
- Destruction of records:

Destroy temporary records securely and appropriately to the format or medium. Record their destruction in your *Register of Records Destroyed*.

• Transfer of records:

Transfer permanent records to the Tasmanian Archives, in line with procedures.

· Legal deposit:

Follow <u>National edeposit</u> (NED) guidelines for lodging print, digital and audio-visual publications, including government publications, under legal deposit legislation.

Legislation:

This disposal schedule is issued under the Archives Act 1983 (Tas).

Also, consider the legislation relevant to your own organisation to make sure you've met all recordkeeping requirements.

Other Disposal Schedules

You can use other disposal schedules with this schedule, including:

- Disposal Schedule for Training and Assessment Records of Government Training Organisations (DA2135)
- Disposal Schedule for Common Administrative Functions (DA2157)
- Disposal Schedule for Short Term Value Records (DA2158)
- Disposal Schedule for Source Records (DA2159)
- Disposal Schedule for Statutory Governing Bodies (DA2508)
- other disposal schedules relevant to your organisation.

Disposal Schedule

Paste table here but watch formatting

Reference	Description	Status And Disposal Action	
01.00.00	BOARD MANAGEMENT	Disposal Action	
	The function of managing the activities of the Board of the Insti- Tasmania. Includes the establishment, appointment of member terms of reference, proceedings, minutes, reports, agendas etc	cludes the establishment, appointment of members, remuneration,	
	See Disposal Schedule for Records of Common Administrative (DA2157) for meetings of the Corporate Strategy Group, Busine Learning Consortium.		
01.01.00	Advice (BOARD MANAGEMENT)		
	The activities associated with offering opinions by or to the Inst Tasmania.	ies associated with offering opinions by or to the Institute of TAFE	
	(DA2157) where the organisation is responding to Ministerial re	isposal Schedule for Records of Common Administrative Functions 57) where the organisation is responding to Ministerial requests for advice aments and for requests for information about the Institute of TAFE ania's services by the general public or outside organisations.	
01.01.01	Records documenting the receipt or provision of advice	TEMPORARY	
	relating to Board Management.	Destroy 2 years after action completed	
01.02.00	Appointments (BOARD MANAGEMENT)		
	The activities associated with making recommendations for appointment of board members including the setting of fees and allowances and the preparation of sizing statements.		
01.02.01	Records documenting the appointment of board members	PERMANENT	
	including remuneration and sizing statements.	Retain in State Archives	
01.03.00	Arrangements (BOARD MANAGEMENT)		
	The activities involved in arranging for a journey or a trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.		
01.03.01	Records documenting arrangements for Board members to undertake work-related travel including overseas or interstate travel.	TEMPORARY Destroy 2 years after action	
	See 01.07.02 for reports of overseas travel undertaken by Board members	completed	
01.04.00	Liaison (BOARD MANAGEMENT)		
	The activities associated with maintaining regular general containing regular general genera		

Reference	Description	Status And Disposal Action	
	bodies, professionals in related fields, other private sector orga community groups. Includes sharing informal advice and discus membership of professional associations and collaborating on not joint ventures or partnership agreements.	ssions,	
01.04.01	Records documenting liaison with professional organisations, industry bodies, industry professionals, other organisations and community interest groups. Includes membership of industry and professional bodies and collaborations on projects that are not joint ventures.	TEMPORARY Destroy 2 years after action completed	
01.05.00	Meetings (BOARD MANAGEMENT)		
	The activities associated with gatherings held to discuss issues and matters pertaining to the business of the Institute of TAFE Tasmania.		
	See 01.05.00 for meetings of committees or teams.	neetings of committees or teams.	
01.05.01	Records documenting board meetings.	PERMANENT	
	These may include:	Retain in State	
	agenda papers	Archives	
	• minutes		
	briefing papers		
	discussion papers		
	reports presented at the meeting		
	board charter.		
01.06.00	Public Reaction (BOARD MANAGEMENT)		
	The process of handling public reaction to an organisations policies or services. Includes anonymous letters, letters of complaint, and letters of congratulations or appreciation received from the public.		
01.06.01	Records documenting expressions of appreciation received	TEMPORARY	
	from members of the public, industry bodies, industry councils, or agency clients.	Destroy 2 years after action completed	
01.07.00	Reporting (BOARD MANAGEMENT)		
	The processes associated with initiating or providing a formal resituation or request. Includes statistical reporting.	esponse to a	
	See 01.07.01 for reports presented to the Board.		
	See Disposal Schedule for Records of Common Administrative (DA2157) for master copies of the annual report.	Functions	
01.07.01	Reports prepared in response to a request from the Minister.	TEMPORARY	
		Destroy 10 years after action completed	

Reference	Description	Status And Disposal Action	
01.07.02	Reports on overseas travel undertaken by Board members.	PERMANENT	
		Retain in State Archives	
02.00.00	BUSINESS DEVELOPMENT		
	of TAFE Tasmania's alliances and partnerships, deliver training achieve commercial revenue targets. Includes consultancy services	of working with business and industry clients to develop the Institute mania's alliances and partnerships, deliver training solutions and mercial revenue targets. Includes consultancy services for skills aining needs analyses, and the brokerage of customised training	
	See 04.00.00 for the delivery of fee-for-service training program	the delivery of fee-for-service training programs.	
	See Disposal Schedule for Records of Common Administrative (DA2157) for financial transactions (invoices etc).	Functions	
02.01.00	Advice (BUSINESS DEVELOPMENT)		
	The activities associated with offering opinions by or to the Inst Tasmania.	d with offering opinions by or to the Institute of TAFE	
	See 04.09.00 for requests for information about the Institute of training program by the general public or another organisation.	TAFE Tasmania's	
	See DA No. 2157 Disposal Schedule for Records of Common A Functions where the organisation is responding to Ministerial re or comments.	57 Disposal Schedule for Records of Common Administrative re the organisation is responding to Ministerial requests for advice	
	See 07.05.00 for guidance advice provided to individual students.		
02.01.01	Records documenting the receipt and provision of advice internally or to outside organisations relating to the Business Development function.	TEMPORARY Destroy 7 years after action completed	
02.02.00	Agreements (BUSINESS DEVELOPMENT)		
	The processes associated with the establishment, maintenance negotiation of agreements and contracts.	rocesses associated with the establishment, maintenance, review and	
	See 02.06.00 for agreements for the delivery of services by out	tside parties.	
	See 02.09.00 for agreements relating to joint ventures.		
02.02.01	Records documenting the establishment, maintenance and review of agreements and contracts.	TEMPORARY	
	Toview of agreements and contracte.	Destroy 7 years after expiry, completion or termination of agreement or contract	
02.02.02	Signed simple contracts and agreements and supporting documentation.	TEMPORARY	
	See 02.02.03 for contracts under seal.		

Reference	Description	Status And Disposal Action
		Destroy 7 years after completion or termination
02.02.03	Signed contracts under seal and supporting documentation.	TEMPORARY
		Destroy 13 years after completion or termination
02.03.00	Client Relationships (BUSINESS DEVELOPMENT)	l
	The process of managing business relationships on behalf of the Institute of TAFE Tasmania with individual businesses or enterprises.	
02.03.01	Records documenting negotiations with business clients for	TEMPORARY
	the provision of training services by the Institute of TAFE Tasmania.	Destroy 7 years after action
	These may include:	completed
	training proposals	
	• skills audits	
	training program outlines	
	• costing sheets	
	• correspondence.	
	See 02.02.00 for contracts.	
	See 04.12.01 for the delivery of training.	
02.03.02	Business client details including training history maintained in client relationship database.	PERMANENT
	Chefit relationship database.	Retain in State Archives
02.04.00	Committees (BUSINESS DEVELOPMENT)	
	The activities associated with the management of committees, teams, wor groups and task forces. Includes advisory and working committees.	
	See 02.12.00 for forums and meetings of individuals and group considered committees or teams.	s that are not
02.04.01	Records of internal and external committees where the Institute of TAFE Tasmania has the administrative or secretariat role.	PERMANENT Retain in State Archives
	These may include:	
	appointment of members	
	final versions of minutes	
	agenda papers	
	• reports	
	• submissions.	

Reference	Description	Status And Disposal Action
02.04.02	Records of external committees where the Institute of TAFE Tasmania does not have the administrative or secretariat role. These may include: • appointment of members • minutes • agendas • reports	TEMPORARY Destroy 2 years after action completed
02.04.03	submissions. Records documenting the administration of committees including notices of meetings and routine correspondence.	TEMPORARY Destroy after reference ceases
02.05.00	Consultancy Services (BUSINESS DEVELOPMENT) The activities involved in the performance of work or the provision of services to an external organisation by the Institute of TAFE Tasmania. See 02.06.00 for the activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant. See 02.20.00 for the process of preparing and submitting tenders to an external organisation as an offer to provide services. See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for arrangements for, and the provision of, training and/or assessment services to external clients.	
02.05.01	Records documenting the provision of consultancy services to an external organisation. These may include: agreements contracts memoranda of understanding memoranda of agreement service agreement progress reports contact notes correspondence.	TEMPORARY Destroy 7 years after completion or termination of agreements or contracts
02.06.00	Contracting-out (BUSINESS DEVELOPMENT) The activities involved in arranging, procuring and managing the work or the provision of services by an external contractor or couse of external bureau services. Sometimes referred to as outs	onsultant, or the

Reference	Description	Status And Disposal Action
	See 02.05.00 for the activities involved in the provision of consultancy services to other organisations. See 02.19.00 for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.	
	See DA No.2135 - Disposal Schedule for Training and Assess Government Registered Training Organisations (RTOs) for arra management of, training and/or assessment services by extern	angements for, and
02.06.01	Records documenting the arrangements for, and the management of work or the provision of services by external parties.	TEMPORARY Destroy 7 years after expiry,
	These may include:	completion or
	• agreements	termination of agreements
	• contracts	agreements
	memoranda of understanding	
	memoranda of agreement	
	service agreement	
	• progress reports	
	contact notes	
	• correspondence.	
02.06.02	Records documenting negotiations with prospective service providers including offers of services, expressions of interest and receipt of promotional material.	TEMPORARY Destroy after
		reference ceases
02.07.00	Enquiries (BUSINESS DEVELOPMENT)	
	The activities associated with the handling of requests for information about the Institute of TAFE Tasmania and its services from the general public or another organisation.	
02.07.01	Records documenting requests for, and the provision of	TEMPORARY
	routine information relating to business development.	Destroy 2 years after action completed
02.08.00	Evaluation (BUSINESS DEVELOPMENT)	
	The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of a given situation.	
02.08.01	Records documenting the evaluation of business	TEMPORARY
	development opportunities, services or systems.	Destroy 5 years after action completed

Joint Ventures (BUSINESS DEVELOPMENT) The activities involved in managing joint operations between departments, or w other organisations, where there is a contract or joint contribution of funds and/otime. Includes partnerships. See 02.10.00 for other collaboration. Records documenting the arrangements for, and the management joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts. These may include: agreements contracts memoranda of understanding memoranda of agreement
other organisations, where there is a contract or joint contribution of funds and/otime. Includes partnerships. See 02.10.00 for other collaboration. Records documenting the arrangements for, and the management joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts. These may include: • agreements • contracts • memoranda of understanding
Records documenting the arrangements for, and the management joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts. These may include: • agreements • contracts • memoranda of understanding
management joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts. These may include: • agreements • contracts • memoranda of understanding
These may include: • agreements • contracts • memoranda of understanding
 agreements contracts memoranda of understanding
memoranda of understanding
memoranda of agreement
service agreements
• progress reports
• contact notes
• correspondence.
2.10.00 Liaison (BUSINESS DEVELOPMENT)
The activities associated with maintaining regular general contact between the Institute of TAFE Tasmania and professional organisations such as industry bodies, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures or partnership agreements.
See 02.09.00 for the activities involved in managing joint operations with other organisations, where there is a contract or joint contribution of funds and/or time
Records documenting liaison with professional organisations, industry bodies, industry professionals, other organisations and community interest groups. Includes membership of industry and professional bodies and collaborations on projects that are not joint ventures and partnerships. TEMPORARY Destroy 2 years after action completed
2.11.00 Marketing (BUSINESS DEVELOPMENT)
2.11.00 Marketing (BUSINESS DEVELOPMENT) The process of analysing, creating and selling products and services. Includes analysis of market sectors, product development and enhancements, advertising programs, and the development and implementation of marketing campaigns as sponsorship arrangements.
The process of analysing, creating and selling products and services. Includes analysis of market sectors, product development and enhancements, advertising programs, and the development and implementation of marketing campaigns at
The process of analysing, creating and selling products and services. Includes an analysis of market sectors, product development and enhancements, advertising programs, and the development and implementation of marketing campaigns as sponsorship arrangements.

 Meetings (BUSINESS DEVELOPMENT) The activities associated with ad-hoc gatherings held to discuss matters pertaining to the business of the Institute of TAFE Tash Minutes, agendas and supporting documentation of meetings. See 02.04.00 for meetings of committees, programs or teams. Planning (BUSINESS DEVELOPMENT) The process of formulating ways in which objectives can be real 		
matters pertaining to the business of the Institute of TAFE Tash 02.12.01 Minutes, agendas and supporting documentation of meetings. See 02.04.00 for meetings of committees, programs or teams. 02.13.00 Planning (BUSINESS DEVELOPMENT)	nania. TEMPORARY Destroy 2 years after action	
See 02.04.00 for meetings of committees, programs or teams. 02.13.00 Planning (BUSINESS DEVELOPMENT)	Destroy 2 years after action	
teams. 02.13.00 Planning (BUSINESS DEVELOPMENT)	after action	
,		
The process of formulating ways in which objectives can be rea		
	ched	
Records documenting the development of plans relating to the Business Development function, including the final versions of the plans.	TEMPORARY Destroy 7 years	
These may include:	after plan is superseded	
marketing plans.	ouperocueu	
See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for strategic, corporate or business plans.		
02.14.00 Policy (BUSINESS DEVELOPMENT)	Policy (BUSINESS DEVELOPMENT)	
The activities associated with developing and establishing decision-making		
02.14.01 Records documenting policy decisions, illustrating the	PERMANENT	
development of policy and establishing precedents.	Retain in State	
See 02.15.01 for policy and procedures manual.	Archives	
02.15.00 Procedures (BUSINESS DEVELOPMENT)		
Standard methods of operating laid down according to formulat		
02.15.01 Records documenting the development of procedures and guidelines and final versions of procedure manuals.	TEMPORARY	
guidelines and final versions of procedure mandais.	Destroy 7 years after superseded	
02.16.00 Project Management (BUSINESS DEVELOPMENT)		
The process of managing all aspects of the project life-cycle lead implementation of the project outcomes. Includes developing the scoping the project, stakeholder analysis, risk management and and governance.	ie business case,	
Use other relevant functions and activities for implementation o outcomes.	f the project	
See 04.12.00 for the provision of training services to business of	clients.	
02.16.01 Records documenting the management of projects.	TEMPORARY	
	Destroy 3 years after action	

02.17.00	Public Reaction (BUSINESS DEVELOPMENT)	
	The process of handling customer and public reaction to an orgon services. Includes anonymous letters, letters of complaint, at congratulations or appreciation received from customers and the	nd letters of
02.17.01	Records documenting expressions of appreciation from	TEMPORARY
	members of the public or agency clients.	Destroy 2 years after action completed
02.17.02	Records documenting complaints which:	PERMANENT
	create a precedent	Retain in State
	raise policy or legal issues	Archives
	raise issues requiring broader follow up	
	contain qualified legal opinion	
	• lead to procedural changes.	
	See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for complaints about an individual agency employee.	
02.17.03	Records documenting complaints not described in 02.17.02.	TEMPORARY
	See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for complaints about an individual agency employee.	Destroy 2 years after action completed
02.18.00	Reporting (BUSINESS DEVELOPMENT)	
	The processes associated with initiating or providing a formal response to a situation or request. Includes statistical reporting.	
02.18.01	Reports documenting commercial activities provided to senior	TEMPORARY
	management.	Destroy 4 years after action completed
02.18.02	Monthly reports on commercial activities provided to Program	TEMPORARY
	Managers.	Destroy 1 year after action completed
02.19.00	Tendering (BUSINESS DEVELOPMENT)	
	The activities involved in receiving and assessing tenders.	
	See 02.20.00 for the process of preparing and submitting tender organisation as an offer to provide services.	ers to an external
	See 02.06.00 for contracts relating to the delivery of services b	y outside parties.
02.19.01	Records documenting the development and issue of tender documents and the evaluation of tenders.	TEMPORARY
	These may include:	Destroy 7 years after tender

	statements of requirements	process
	requests for proposals	completed
	expression of interest	
	• requests for tender (RFT)	
	draft contracts	
	• reports	
	• public notices.	
02.19.02	Records documenting unsuccessful tenders and offers and	TEMPORARY
	tenders received where the tender process does not proceed.	Destroy 7 years after tender process completed
02.19.03	Tender registers.	TEMPORARY
		Destroy 7 years after last entry
02.20.00	Tendering by IT (BUSINESS DEVELOPMENT)	
	The process of preparing and submitting tenders, submissions external organisation as an offer to provide products or service distribution of tender opportunities and the co-ordination of the including assistance with tender preparation.	s. Includes the
	See 02.19.00 for the activities involved in receiving and assess	ing tenders.
	See 02.06.00 for contracts relating to the performance of work services to an external organisation by the Institute of TAFE Ta	
02.20.01	Records documenting the preparation and submission of	TEMPORARY
	proposals and tender documents by the Institute of TAFE Tasmania.	Destroy 7 years after action completed
03.00.00	LEARNING RESOURCE MANAGEMENT	
	The function of acquiring, developing, maintaining and marketing learning and assessment resources in any format. Includes materials used in accredited, non-accredited, commercial and government programs and the development of materials for other organisations by the Institute of TAFE Tasmania. Also includes intellectual property, copyright, and licensing arrangements including the licensing of technology systems used to delivery learning resources. Also includes curriculum and training package management. Learning resources may include:	
	training packages	
	• student resources	
	• teacher resources	
	assessment guides	
	• student logs	
	teaching plans	

	• implementation plans.	
	See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for learning media services.	
03.01.00	Acquisition (LEARNING RESOURCE MANAGEMENT)	
	The process of gaining ownership or use of property and other the conduct of business through purchase or requisition.	ritems required in
	See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for the acquisition of learning and business technologies.	
03.01.01	Records documenting the acquisition of learning resource materials including associated licensing arrangements.	TEMPORARY
	See 03.03.01 for licence agreements.	Destroy 7 years after the date of purchase or expiry of the licence whichever is later
03.01.02	Master copies of curriculum and syllabi utilised prior to the introduction of training packages.	PERMANENT
	introduction or training packages.	Retain in State Archives
03.02.00	Advice (LEARNING RESOURCE MANAGEMENT)	
	The activities associated with offering opinions by or to the Institute of TAFE Tasmania.	
	See 04.09.00 for requests for information about the Institute of TAF training program by the general public or another organisation.	
	DA No. 2157 Disposal Schedule for Records of Common Administrative Fur where the organisation is responding to the Government's request for advice comments.	
	See 07.05.00 for guidance or advice provided to individual students.	
03.02.01	Records documenting advice provided to outside organisations including other government agencies.	TEMPORARY
	organisations including other government agencies.	Destroy 7 years after action completed
03.02.02	Records documenting advice provided to internal clients relating to learning resources.	TEMPORARY
	These may include:	Destroy 1 year after action
	briefing notes.	completed
03.03.00	Agreements (LEARNING RESOURCE MANAGEMENT)	
	The processes associated with the establishment, maintenance, review and negotiation of agreements and contracts.	
	See 03.07.00 for agreements for the delivery of services by outside parties.	
	See 03.11.00 for agreements relating to joint ventures.	

	See 03.06.00 for agreements relating to the provision of consuthe Institute of TAFE Tasmania.	Itancy services by
03.03.01	Records documenting agreements and contracts including internal service agreements. These may include: agreements contracts memoranda of understanding memoranda of agreement service agreements correspondence. Register of agreements and contracts.	TEMPORARY Destroy 7 years after expiry or termination of agreement or contract TEMPORARY
		Destroy 7 years after expiry or termination of last agreement or contract
03.04.00	Committees (LEARNING RESOURCE MANAGEMENT)	
	The activities associated with the management of committees, teams, working groups and task forces. Includes advisory and working committees.	
	See 03.15.01 for forums and the meetings of individuals and good considered committees or teams.	roups that are not
03.04.01	Records of internal and external committees where the Institute of TAFE Tasmania has the administrative or secretariat role including program meetings and team meetings.	PERMANENT Retain in State Archives
	These may include:	
	appointment of members	
	• final versions of minutes	
	agenda papers	
	• reports	
	• submissions.	
03.04.02	Records of external committees where the Institute of TAFE Tasmania does not have the administrative or secretariat role.	TEMPORARY Destroy 3 years after action
	These may include:	completed or
	appointment of members	following next
	• minutes	registration audit whichever is later
	• agendas	
	• reports	
	• submissions.	

03.04.03	Records documenting the administration of committees	TEMPORARY	
00.04.00	including notices of meetings and routine correspondence.	Destroy after	
		reference ceases	
03.05.00	Compliance (LEARNING RESOURCE MANAGEMENT)		
	The activities associated with complying with mandatory or optional accountabilit fiscal, legal, regulatory and quality standards or requirements to which the organisation is subject. Includes compliance with the ISO 9000 series and assessment and training standards.		
	See DA No. 2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for registration under the AQTF and audits of compliance with AQTF standards.		
	See 03.10.00 for copyright compliance.		
03.05.01	Records documenting agency compliance with mandatory or	TEMPORARY	
	optional accountability requirements including the allocation of ISBN, ISSN and URL identifiers.	Destroy 7 years after action completed	
03.06.00	Consultancy Services (LEARNING RESOURCE MANAGEMENT)		
	The activities involved in the performance of work or the provision of services an external organisation by the Institute of TAFE Tasmania. See 03.07.00 for the activities involved in arranging, procuring and managing performance of work or the provision of services by an external contractor or consultant.		
	See 03.27.00 for the process of preparing and submitting tenders to an external organisation as an offer to provide services.		
03.06.01	Records documenting the provision of consultancy services to an external organisation.	TEMPORARY	
	These may include:	Destroy 7 years after completion	
	agreements	or termination of	
	• contracts	agreements or contracts	
	memoranda of understanding		
	memoranda of agreement		
	service agreement		
	progress reports		
	contact notes		
	• correspondence.		
03.07.00	Contracting-out (LEARNING RESOURCE MANAGEMENT)		
	The activities involved in arranging, procuring and managing the performance work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.		
	See 03.06.00 for the provision of consultancy services to other organisations.		

	See 03.26.00 for the process of receiving and assessing tende external consultants for services prior to the contract agreemen	
03.07.01	Records documenting arrangements for, and the management of work, or the provision of services by external parties. These may include: agreements contracts memoranda of understanding memoranda of agreement service agreements contact notes correspondence.	TEMPORARY Destroy 7 years after completion or termination of agreements or contracts
03.07.02	Records documenting negotiations with prospective service providers including offers of services, expressions of interest and receipt of promotional material.	TEMPORARY Destroy 1 year after negotiations cease
03.08.00	Enquiries (LEARNING RESOURCE MANAGEMENT) The activities associated with the handling of requests for information about to Institute of TAFE Tasmania and its services from the general public or another organisation.	
03.08.01	Records documenting requests for, and the provision of routine information relating to learning resource management.	TEMPORARY Destroy after reference ceases
03.09.00	Evaluation (LEARNING RESOURCE MANAGEMENT)	
	The process of determining the suitability or potential of existing programs, items of equipment, systems or services in relation to meeting the needs of a given situation. See 03.24.00 for the re-evaluation process (after implementation, use and monitoring).	
03.09.01	Records documenting the evaluation of learning and assessment materials including training packages, accredited	TEMPORARY
	courses, assessment resources and support materials. See 03.01.01 for the acquisition of learning and assessment materials.	Destroy 5 years after action completed
03.10.00	Intellectual Property (LEARNING RESOURCE MANAGEME	NT)
	The activities involved in managing the Institute of TAFE Tasm property and its responsibilities relating to other people's inteller moral rights for both published and unpublished works. Include patents and trademarks, royalties, and matters of confidentiality secrets which are not available to the public under Freedom of legislation.	ectual property and s copyright, y such as trade

03.10.01	Records documenting the establishment and management of the Institute of TAFE Tasmania's intellectual property including the registration of copyright.	PERMANENT Retain in State
	Applications to propose an advantage level 1 and	Archives
03.10.02	Applications to reproduce material held under the Institute of TAFE Tasmania copyright.	TEMPORARY
		Destroy 7 years after action completed
03.10.03	Applications made by the Institute of TAFE Tasmania to	TEMPORARY
	reproduce material held under copyright by another organisation or person.	Destroy 7 years after action completed
03.10.04	Records documenting the administration of payments to	TEMPORARY
	copyright collecting societies.	Destroy 7 years after action completed
03.10.05	Copyright declaration forms.	PERMANENT
		Retain in State Archives
03.11.00	Joint Ventures (LEARNING RESOURCE MANAGEMENT)	
	The activities involved in managing joint operations between de other organisations, where there is a contract or joint contribution time. Includes partnerships. See 03.12.01 for other collaborations.	
		T
03.11.01	Records documenting arrangements for, and the management of joint ventures.	TEMPORARY
	These may include:	Destroy 7 years after completion
	• agreements	or termination of
	• contracts	agreements or contracts
	memoranda of understanding	
	memoranda of agreement	
	service agreements	
	progress reports	
	• contact notes	
	correspondence.	
03.12.00	Liaison (LEARNING RESOURCE MANAGEMENT)	
	The activities associated with maintaining regular general containstitute of TAFE Tasmania and professional organisations, incorporationals in related fields, other private sector organisation groups. Includes sharing informal advice and discussions, men professional associations and collaborating on projects that are or partnership agreements.	lustry bodies, s and community nbership of

	See 03.11.01 for the activities involved in managing joint operations and partnerships with other organisations where there is a contract or joint contribution of funds and/or time.	
03.12.01	Records documenting liaison with professional organisations, industry bodies, industry professionals, other organisations and community interest groups. Includes membership of industry and professional bodies and collaboration on	TEMPORARY Destroy 2 years after action
	projects that are not joint ventures.	completed
03.13.00	Licensing (LEARNING RESOURCE MANAGEMENT)	
	The activities associated with the acquisition and management of licences to use various learning resources. Includes licences for technical systems required for the maintenance of learning resources. Includes licences issued in all formats including electronic format.	
	See 03.01.01 for licensing arrangements for learning resources acquired by the Institute of TAFE Tasmania.	
	See 04.16.02 for the licensing of technical systems required for the delivery of programs.	
03.13.01	Records documenting the management of licences to use learning resources developed by the Institute of TAFE	TEMPORARY
	Tasmania.	Destroy 7 years after action completed
03.14.00	Marketing (LEARNING RESOURCE MANAGEMENT)	
	The process of analysing, creating and selling products and services. Includes the analysis of market sectors, product development and enhancements, advertising programs, and the development and implementation of marketing campaigns and sponsorship arrangements.	
03.14.01	Records documenting the marketing and promotion of learning resource materials developed by the Institute of	TEMPORARY
	TAFE Tasmania.	Destroy 1 year after action completed
03.15.00	Meetings (LEARNING RESOURCE MANAGEMENT)	
	The activities associated with ad-hoc gatherings held to discuss issues and matters pertaining to the business of the Institute of TAFE Tasmania.	
03.15.01	Minutes, agendas and supporting documentation of meetings.	TEMPORARY
	See 03.04.00 for meetings of Committees, Programs or Teams.	Destroy 2 years after action completed
03.16.00	Planning (LEARNING RESOURCE MANAGEMENT)	
	The process of formulating ways in which objectives can be reached.	
03.16.01	Records documenting the development of plans relating to the Learning Resource Management function including final versions of plans.	TEMPORARY

	See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for strategic, corporate or business plans.	Destroy 7 years after plan is superseded
03.17.00	Policy (LEARNING RESOURCE MANAGEMENT)	
	The activities associated with developing and establishing decisions, directions and precedents, which act as reference for future decision-making.	
03.17.01	Records documenting policy decisions, illustrating the development of policy and establishing precedents.	PERMANENT
	See 03.18.02 for policy and procedures manual.	Retain in State Archives
03.18.00	Procedures (LEARNING RESOURCE MANAGEMENT)	
	Standard methods of operating laid down according to formulat	ed policy.
03.18.01	Records documenting the development and review of procedures and guidelines relating to learning resource	TEMPORARY
	management including distribution of learning resources.	Destroy 5 years after action completed
03.18.02	Master copies of procedure manuals.	TEMPORARY
		Destroy 7 years after superseded
03.19.00	Production (LEARNING RESOURCE MANAGEMENT)	
	The process involved in producing learning resource material into an end result output. Includes design, layout, typesetting, desktop publishing, printing, binding etc. Also includes the obtaining of ISBNs for cataloguing purposes.	
	See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for publications issued for sale or distribution to promote the services and public image of the Institute of TAFE Tasmania.	
	See 06.01.02 for course guides and information leaflets relating to courses.	
03.19.01	Records documenting the production of learning resources.	TEMPORARY
	See 03.05.01 for the assignment of ISBN, ISSN and URL identifiers.	Destroy 5 years after action completed
03.20.00	Public Reaction (LEARNING RESOURCE MANAGEMENT)	
	The process of handling customer and public reaction to an organisations policies or services. Includes anonymous letters, letters of complaint, and letters of congratulations or appreciation received from customers and the public.	
03.20.01	Letters of appreciation from internal clients or outside organisations or persons.	TEMPORARY
	organisations of persons.	Destroy 1 year after action completed
03.20.02	Records documenting complaints which:	PERMANENT
	create a precedent	

	T
raise policy or legal issues	Retain in State Archives
raise issues requiring broader follow-up	/ ((O))) VG3
contain qualified legal opinion	
lead to procedural changes.	
See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for complaints made by agency employees.	
Records documenting complaints not described in 03.20.02.	TEMPORARY
See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for complaints made by agency employees.	Destroy 2 years after action completed
Reporting (LEARNING RESOURCE MANAGEMENT)	
The processes associated with initiating or providing a formal response to a situation or request. Includes statistical reporting.	
Records documenting the completion of surveys and	TEMPORARY
questionnaires conducted by industry and national bodies.	Destroy 2 years after action completed
Research (LEARNING RESOURCE MANAGEMENT)	
The activities involved in investigating or enquiring into a subject of interest in order to discover facts, principles etc. Used to support to of learning resource materials, projects, standards, guidelines etc business activities of the organisation in general. Includes contributed institute of TAFE Tasmania to research projects undertaken by otorganisations and following up enquiries relating to organisational projects, working papers, literature searches etc.	
See 03.09.01 for the process of determining the suitability of prequipment, systems products or services.	rograms, items of
See 03.24.01 for re-evaluating or re-examining products, processtandards and systems.	esses, procedures,
Results of surveys and questionnaires relating to learning	TEMPORARY
resources conducted by the institute of TAPE Tasmania.	Destroy 5 years after action completed
Records documenting the preparation and conduct of	TEMPORARY
conducted by the Institute of TAFE Tasmania.	Destroy 2 years after action completed
Resources Development (LEARNING RESOURCE MANAGI	EMENT)
The activities associated with the development of learning reso	urces
The delivines descended with the development of learning rese	u1000.
	 raise issues requiring broader follow-up contain qualified legal opinion lead to procedural changes. See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for complaints made by agency employees. Records documenting complaints not described in 03.20.02. See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for complaints made by agency employees. Reporting (LEARNING RESOURCE MANAGEMENT) The processes associated with initiating or providing a formal resituation or request. Includes statistical reporting. Records documenting the completion of surveys and questionnaires conducted by industry and national bodies. Research (LEARNING RESOURCE MANAGEMENT) The activities involved in investigating or enquiring into a subject interest in order to discover facts, principles etc. Used to support learning resource materials, projects, standards, guidelines etc. Used to support learning resource materials, projects, standards, guidelines etc. Used to repositions and following up enquiries relating to organisation projects, working papers, literature search projects undertaken by organisations and following up enquiries relating to organisation projects, working papers, literature searches etc. See 03.09.01 for the process of determining the suitability of prequipment, systems products or services. See 03.24.01 for re-evaluating or re-examining products, procestandards and systems. Results of surveys and questionnaires relating to learning resources conducted by the Institute of TAFE Tasmania. Records documenting the preparation and conduct of questionnaires and surveys relating to learning resources conducted by the Institute of TAFE Tasmania.

03.23.01	Records documenting the development of learning resources	TEMPORARY
	including the organisation's involvement in, or contribution, to the development of training packages.	Destroy 2 years after course is superseded
03.23.02	Final training resources, including those:	PERMANENT
	which were developed, or customised in-house,	Retain as State
	• training packages which the organisation has contributed to.	archives
03.24.00	Reviewing (LEARNING RESOURCE MANAGEMENT)	
	The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
	See 03.09.01 for the process of determining the suitability of prequipment, systems products or services.	rograms, items of
03.24.01	Records documenting reviews relating to learning resources.	TEMPORARY
	See 03.23.01 for the development of learning resources.	Destroy 5 years after action completed
03.25.00	Risk Management (LEARNING RESOURCE MANAGEMENT	·)
	The process involving the identification of risks, and the implementation of appropriate practices and procedures that will maximise client satisfaction, reduce wastage and the impact of economic loss arising from an incident.	
03.25.01	Records documenting the identification of risks and the	TEMPORARY
	implementation of practices and procedures to reduce the risk.	Destroy 7 years after action completed
03.26.00	Tendering (LEARNING RESOURCE MANAGEMENT)	L
	The activities involved in receiving and assessing tenders.	
	See 03.27.01 for the process of preparing and submitting tender organisation as an offer to provide services.	ers to an external
	See 03.07.00 for contracts relating to the delivery of services b	y outside parties.
03.26.01	Records documenting the development and issue of tender documents and the evaluation of tenders.	TEMPORARY
	These may include:	Destroy 7 years after tender
	statements of requirements	process
	• requests for proposals	completed
	expressions of interest	
	• requests for tender (RFT)	
	draft contracts	
	• reports	
	• public notices.	

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03.26.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY
	tendere received where the tender process does not proceed.	Destroy 7 years after tender process completed
03.26.03	Tender registers.	TEMPORARY
		Destroy 7 years after last entry
03.27.00	Tendering by IT (LEARNING RESOURCE MANAGEMENT)	
	The process of preparing and submitting tenders, submissions external organisation as an offer to provide products or service.	
	See 03.26.00 for the activities involved in receiving and assess	ing tenders.
	See 03.06.00 for activities relating to the provision of consultan Institute of TAFE Tasmania.	cy services by the
03.27.01	Records documenting the preparation and submission of	TEMPORARY
	proposals and tender documents by the Institute of TAFE Tasmania.	Destroy 7 years after action completed
03.28.00	Version Control (LEARNING RESOURCE MANAGEMENT)	L
	The activities associated with the implementation and maintenance of version control procedures for managing materials created or used by the Institute of TAFE Tasmania. Includes training packages, accredited and non-accredited training program documents and learning/assessment materials.	
03.28.01	Records documenting version control of learning resource materials.	TEMPORARY
	These may include:	Destroy 5 years after last version
	details contained in version control register	change
	• version control identification sheet	
	• reports.	
03.28.02	Routine enquires relating to version control.	TEMPORARY
		Destroy 5 years after action completed
04.00.00	PROGRAM DELIVERY	
	The function of delivering training programs to the Tasmanian community and managing student assessment processes. Includes flexible delivery of training and fee for service training programs. Also includes the process of selecting students for entry into a training program.	
	See 06.00.00 for the recruitment of prospective students.	

	See Disposal Schedule for Training and Assessment Records of Government Registered Training Organisations (DA2135) for records of training and assessment undertaken as a Registered Training Organisation (RTO).		
	See Disposal Schedule for Training and Assessment Records Registered Training Organisations (DA2135) for appeals again decisions and appeals made by the Institute of TAFE Tasmani registration decisions.	st assessment	
04.01.00	Advice (PROGRAM DELIVERY)		
	The activities associated with offering opinions by or to the Ins Tasmania.	titute of TAFE	
	See 04.09.01 for requests for information about the Institute of training program from the general public or another organisation		
	See 06.01.02 for the provision of advice to prospective clients relating enrolment and orientation procedures, course information, fees and orientation procedures.		
	See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions where the organisation is responding to Ministerial requests for advice or comments.		
	See 07.05.00 for guidance advice provided to individual students.		
04.01.01	Records documenting the receipt or provision of advice	TEMPORARY	
	relating to Program Delivery.	Destroy 2 years after action completed	
04.02.00	Agreements (PROGRAM DELIVERY)	1	
	The processes associated with the establishment, maintenance, review negotiation of agreements and contracts. Includes partnership agreements delivery of training and/or assessment.		
See 04.07.00 for the agreements relating to the engagement at consultants for the delivery of services.		and appointment of	
04.02.01	Records documenting agreements and contracts, including internal service agreements.	TEMPORARY	
	These may include:	Destroy 7 years after expiry or	
	• agreements	termination of	
	• contracts	agreement or contract.	
	memoranda of understanding		
	memoranda of agreement		
	service agreements		
	• correspondence.		
	See 04.02.03 for apprenticeship agreements.		
04.02.02	Register of agreements or contracts.	TEMPORARY	
		Destroy 7 years after expiry or termination of last	

		agreement or contract.
04.02.03	Copies of apprenticeship agreements.	TEMPORARY
		Destroy after apprentice completes training
04.03.00	Arrangements (PROGRAM DELIVERY)	
	The activities involved in arranging for a journey or a trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.	
04.03.01	Records documenting approvals and arrangements for student excursions including the provision of transport.	TEMPORARY
	See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for accidents or incidents arising from an excursion and vehicle bookings.	Destroy 2 years after action completed
	See 07.13.02 for social and recreational activities arranged for international and aboriginal students.	
04.03.02	Records documenting administrative arrangements for training delivery.	TEMPORARY
	These may include:	Destroy 2 years after action
	• venue bookings	completed
	equipment bookings	
	• timetabling	
	training notices	
	apprentice notices	
	• notices to employees.	
	See 04.23.01 for attendance reports provided to employees.	
04.04.00	Attendance (PROGRAM DELIVERY)	
	The processes involved in monitoring the attendance of studen programs.	ts in training
04.04.01	Records documenting daily attendance of students.	TEMPORARY
	These may include:	Destroy 7 years
	• roll books	after action
	attendance lists	completed
	attendance registers	
	absentee forms (international students)	
	copies of doctors certificates	
	• correspondence.	
	See 04.23.01 for attendance reports provided to employers.	

04.05.00	Committees (PROGRAM DELIVERY)	
	The activities associated with the management of committees, teams, working groups and task forces. Includes advisory and working committees and teams.	
	See DA No.2135 - Disposal Schedule for Training and Assess Government Registered Training Organisations (RTOs) for cor associated with training delivery and/or assessment of accredit	nmittees
	See 04.17.00 for forums and the meetings of individuals and groups that are not considered committees or teams.	
04.05.01	Records of internal and external committees where the Institute of TAFE Tasmania has the administrative or secretariat role including program meetings and team meetings.	PERMANENT Retain as State archives
	These may include:	
	appointment of members	
	• final versions of minutes	
	agenda papers	
	• reports	
	• submissions.	
04.05.02	Records of external committees where the Institute of TAFE Tasmania does not have the administrative or secretariat role. These may include:	TEMPORARY Destroy 3 years after action completed or following poyt
	appointment of members	following next registration audit
	• minutes	whichever is later.
	• agendas	
	• reports	
	submissions.	
04.05.03	Records documenting the administration of committees including notices of meetings and routine correspondence.	TEMPORARY
	including notices of meetings and routine correspondence.	Destroy 2 years after action completed
04.06.00	Compliance (PROGRAM DELIVERY)	
	The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with the ISO 9000 series and Australian Quality Training Framework (AQTF) standards including verification and maintenance of qualifications for staff delivering training and/or conducting assessments. Also includes the processes involved in registration as a Registered Training Organisation (RTO) including self-assessment, application, scope of registration, notices of changes and renewals.	
	See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for registration under the AQTF and audits of compliance with AQTF standards.	

	See 04.13.00 for copyright compliance.	
04.06.01	Records documenting the qualifications and experience of all staff and persons working on behalf of the Institute of TAFE Tasmania as trainers or assessors.	TEMPORARY
	Note: copies of the actual qualifications can be destroyed under <i>Disposal Schedule for Short Term Value Records</i> (DA2158), once they have been sighted and relevant information obtained,	
04.07.00	Contracting-out (PROGRAM DELIVERY)	
	The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or the use of external bureau services. Sometimes referred to as outsourcing.	
	See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for arrangements for, and management of, training delivery and/or assessment services by external clients for accredited training.	
	See 02.05.00 for the activities involved in the provision of constother organisations.	ultancy services to
	See 04.28.00 for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.	
04.07.01	Records documenting arrangements for, and the management of work or the provision of services by external parties including special assistance or tutorial support for students.	TEMPORARY Destroy 7 years after expiry or
	These may include:	termination of agreements or
	• contracts	contracts
	short-term contracts	
	• agreements	
	memoranda of understanding	
	memoranda of agreement	
	service agreements	
	progress reports	
	contact notes	
	• correspondence.	
04.07.02	Records documenting negotiations with prospective service providers including offers of services, expressions of interest and receipt of promotional material.	TEMPORARY Destroy after
	See 04.07.04 for applications from persons wishing to be placed on the Aboriginal Education Register.	reference ceases
04.07.03	Aboriginal Tutor Register recording details of available persons including personal details, academic achievements, areas of expertise, availability and delivery experience.	PERMANENT Retain in State Archives

04.07.04	Records documenting enquiries and applications from persons wishing to be placed on the Aboriginal Education	TEMPORARY
	Register.	Destroy after reference ceases
	These may include:	
	• applications	
	requests for applicants' kits	
	• correspondence.	
04.08.00	Customer Service (PROGRAM DELIVERY)	
	The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.	
04.08.01	Results documenting the annual student satisfaction survey.	TEMPORARY
		Destroy 10 years after action completed
04.08.02	Records documenting the conduct of the annual student	TEMPORARY
	satisfaction surveys.	Destroy after publication of results
04.08.03	Records documenting student feedback on training units and	TEMPORARY
	programs, delivery methods and competence of trainers. These may include:	Destroy 3 years
	evaluation forms.	after action completed or following next registration audit whichever is later
04.09.00	Enquiries (PROGRAM DELIVERY)	
	The activities associated with the handling of requests for information about the Institute of TAFE Tasmania's training program from the general public or another organisation.	
	See 05.00.00 for Student Administration.	
	See 06.00.00 for Student Recruitment.	
	See 06.01.02 for the provision of advice to prospective clients relating to enrolment and orientation procedures, course information, fees and charges etc.	
	See 07.00.00 for Student Support.	
04.09.01	Records of routine enquiries and requests for routine	TEMPORARY
	information relating to program delivery.	Destroy after reference ceases
04.10.00	Evaluation (PROGRAM DELIVERY)	
	The process of determining the suitability of potential or existing of equipment, systems or services in relation to meeting the ne situation.	

	See 04.24.01 for the re-evaluation process (after implementation, use and monitoring).	
	See 04.08.03 for student evaluations of training units and programs.	
04.10.01	Records documenting the evaluation of training services.	TEMPORARY
	See 03.09.01 for the evaluation of learning and assessment materials including training packages, accredited courses, assessment resources and support materials.	Destroy 5 years after action completed
04.11.00	Grievances (PROGRAM DELIVERY)	
	The activities associated with the handling and resolution of stude Includes handling complaints about the organisation or delivery of programs.	
See DA No. 2157 Disposal Schedule for Records of Common Adm Functions for grievances made by employees of the Institute of TAI		
	See 05.00.00 for Student Administration.	
	See 06.00.00 for Student Recruitment.	
	See 07.00.00 for Student Support.	
04.11.01	Records documenting student grievances relating to program delivery.	TEMPORARY
	These may include:	Destroy 7 years after last contact
	grievance forms	with the student,
	reports to senior management	or when the student reaches
	• interview notes	25 years of age,
	outcome reports.	whichever is later
	See 07.11.01 for student grievances not related to program delivery.	
04.12.00	Industry Training Services (PROGRAM DELIVERY)	
	The activities associated with liaising with individuals, employe organisations involved in apprenticeships and traineeships rela of training services to enterprise employees.	
04.12.01	Records relating the provision of training services for business clients.	TEMPORARY
	These may include:	Destroy 2 years after completion
	participants lists	of training
	• costing sheets	program or assessment
	• requests for invoices	
	• copies of result lists	
	• correspondence.	
	See 02.02.00 for contracts.	
	See 02.03.01 for negotiations for the provision of training services.	
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	See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for financial transactions.	
04.12.02	Records documenting contact with apprentice and trainee employers including visits to workplaces.	TEMPORARY
	These may include:	Destroy after student
	employer profiles	completes
	• change of status notices	training
	completion advices	
	• progression notices	
	workplace assessment forms	
	contact notes	
	• correspondence.	
	See 04.23.01 for apprentice and trainee reports provided to employers.	
04.12.03	Records documenting the participation of students in national	TEMPORARY
	and industry competitions.	Destroy after reference ceases
04.13.00 Intellectual Property (PROGRAM DELIVERY)		
	The activities involved in managing the Institute of TAFE Tasm property and its responsibilities relating to other people's intelle moral rights for both published and unpublished works. Include patents and trademarks, royalties and matters of confidentiality secrets which are not available to the public under Freedom of legislation.	ctual property and s copyright, such as trade
04.13.01	Copyright declaration forms.	TEMPORARY
		Destroy 4 years after action completed
04.14.00	Joint Ventures (PROGRAM DELIVERY)	
	The activities involved in managing joint operations between departments, or with other organisations, where there is a contract or joint contribution of resources, funds and/or time. Includes partnerships.	
	See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for the management of joint ventures or partnerships for training delivery and/or assessment of accredited training.	
04.14.01	Records documenting joint ventures and partnerships including the establishment, maintenance, and review of joint	TEMPORARY
	venture agreements and contracts.	Destroy 7 years after completion
	These may include:	or termination of
	• agreements	agreements or contracts
	• contracts	COITHAGES
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	memoranda of understanding	
	memoranda of agreement	
	service agreements	
	• progress reports	
	contact notes	
	• correspondence.	
04.15.00	Liaison (PROGRAM DELIVERY)	
	The activities associated with maintaining regular general contact between the Institute of TAFE Tasmania and professional organisations such as industry bodies, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures or partnership agreements.	
	See DA No.2135 - Disposal Schedule for Training and Assessr Government Registered Training Organisations (RTOs) for liais bodies, industry professionals and other organisations relating and/or assessment of accredited training.	on with industry
04.15.01	Records documenting liaison with professional organisations,	TEMPORARY
	industry bodies, industry professionals, other organisations and community interest groups. Includes membership of industry and professional bodies and collaborations on projects that are not joint ventures.	Destroy 2 years after action completed
04.16.00	Licensing (PROGRAM DELIVERY) The activities associated with the acquisition and management of licences to use learning resources or to facilitate training delivery. Includes licences for technical systems required for the delivery of training programs and food and beverage licences and other licences required for the operation of hospitality training facilities. Includes licences issued in all formats including electronic format.	
	See 03.01.01 for licensing arrangements associated with the acoustic of learning resources acquired by the Institute of TAFE Tasmar	equisition and use nia.
	See 05.00.00 Student Administration.	
	See 06.00.00 Student Recruitment.	
	See 07.00.00 Student Support.	
04.16.01	Records documenting licences and permits for food, beverage, accommodation and storage of dangerous goods in hospitality training facilities.	TEMPORARY Destroy 7 years after expiry of
	These may include:	licence or permit
	applications	
	• correspondence	
	renewal applications.	
04.16.02	Records documenting the acquisition and management of licences for the use of technical systems required for the delivery of programs.	TEMPORARY

	These may include: • software programs • CAD programs • Building Code of Australia.	Destroy after expiry of the licence
04.17.00	Meetings (PROGRAM DELIVERY) The activities associated with ad-hoc gatherings held to discuss issues and matters pertaining to the business of the Institute of TAFE Tasmania.	
04.17.01	Minutes, agendas and supporting documentation of meetings. See 05.06.00 for meetings of committees, programs or teams.	TEMPORARY Destroy 2 years after action completed
04.18.00	Performance Management (PROGRAM DELIVERY) The process of identifying, evaluating, and developing corporate and employee work performance so that the organisation's goals and objectives are achieved and also benefiting employees through recognition, performance feedback, catering for work needs and offering career guidance.	
04.18.01	Monthly performance management reports providing details of activity indicators and target hours.	TEMPORARY Destroy 1 year after action completed
04.18.02	Annual performance management reports.	TEMPORARY Destroy 5 years after action completed
04.19.00	Planning (PROGRAM DELIVERY) The process of formulating ways in which objectives can be reached.	
04.19.01	Records documenting the development of plans relating to the Program Delivery function including forward-planning of potential training requirements. See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for strategic, corporate or business plans.	TEMPORARY Destroy 7 years after plan is superseded
04.19.02	Records documenting the planning of course schedules and structures.	TEMPORARY Destroy 2 years after action completed
04.20.00	Policy (PROGRAM DELIVERY) The activities associated with developing and establishing decision and precedents which act as reference for future decision-making	

development of policy and establishing precedents. See 04.21.02 for policy and procedures manual. Procedures (PROGRAM DELIVERY) Standard methods of operating laid down according to formulated policy. Records documenting the development of procedures and guidelines. Destroy 5 year after action completed O4.21.02 Master copies of procedure manuals. Duplicate copies can be destroyed in accordance with DA No. 2158 Disposal Schedule for Short-term Value Records. Public Reaction (PROGRAM DELIVERY) The process of handling customer and public reaction to an organisations poli or services. Includes anonymous letters, letters of complaint, and letters of congratulations or appreciation received from customers and the public. O4.22.01 Records documenting expressions of appreciation from members of the public, community organisations and industry. Records documenting complaints which: • create a precedent • raise policy or legal issues • raise issues requiring broader follow-up • contain qualified legal opinion • lead to procedural changes. O4.22.03 Records documenting complaints not described in 04.21.02. Records documenting complaints not described in 04.21.02. TEMPORAR: Destroy 2 year after action completed O4.23.00 Reporting (PROGRAM DELIVERY) The processes associated with initiating or providing a formal response to a situation or request. Includes reports provided to students and employers. Als includes statistical reporting.			
Retain in Stat Archives Retain in Stat Archives	04.20.01		PERMANENT
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new apprenticeship centres. Destroy after student		situation or request. Includes reports provided to students and employers. Also	
Destroy after student	04.23.01		TEMPORARY
training		new apprenticeship centres.	student completes

04.24.00	Reviewing (PROGRAM DELIVERY)	
	The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
	See 04.10.01 for the process of determining the suitability of programs, items of equipment, systems products or services.	
	See 04.08.00 for the student satisfaction survey and student feedback on training units and programs.	
04.24.01	Records documenting reviews of program strategies.	TEMPORARY
		Destroy 5 years after action completed
04.25.00	Risk Management (PROGRAM DELIVERY)	
	The process involving the identification of risks, and the implementation of appropriate practices and procedures that will maximise client satisfaction, reduce wastage and the impact of economic loss arising from an incident.	
04.25.01	Records documenting the development and documentation of procedures to identify and manage risks, including risks	TEMPORARY
	related to compliance with the standards for Registered Training Organisations (RTOs).	Destroy 7 years after action completed
04.26.00	Selection (PROGRAM DELIVERY)	
	The process which assists students to make informed choices about their training program and enables delivery staff to make decisions about student admission to a particular training program.	
04.26.01	Records documenting the selection process including notes of interviews with students.	TEMPORARY
	of interviews with students.	Destroy 1 year after action completed
04.27.00	Student Assessment (PROGRAM DELIVERY)	
	The process of making a judgement about the competence of a student, through variety of methods based on the principles and rules of evidence, against endorsed workplace and industry standards and according to Training Package guidelines.	
	See DA No. 2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for records documenting the assessment of individuals for qualifications under the AQTF framework and the validation process for RTOs.	
04.27.01	04.27.01 has been left blank. This reference was missed in the 2004 version of this disposal schedule (DA2183) which this version is based on. This has been done to keep the numbers in alignment.	
04.27.02	Records documenting the assessment of individuals for non-accredited training.	TEMPORARY

		1
	These may include:	Destroy after completion of
	assessment tools	assessment or
	assessment checklists	return to client
	assessment reports	
	evidence submitted by clients	
	assessment reviews	
	client assessment records (student record books)	
	photographic evidence	
	• video evidence	
	• result sheets (EX1).	
	See 04.27.03 for assessment results.	
04.27.03	Records of assessment results of individuals.	PERMANENT
	These may include:	Retain in State
	• result details contained in Student Database	Archives
	examination result cards	
	lists of qualifications	
	 result details in student files (where these are the only record of results). 	
	See 05.05.00 for the issue of qualifications, certificates etc.	
04.27.04	Records documenting administrative arrangements for assessment.	TEMPORARY
	These may include:	Destroy after reference ceases
	• venue bookings	
	• equipment bookings	
	• timetabling	
	• notices of assessment.	
04.27.05	Master copies of State examination papers.	PERMANENT
		Retain in State Archives
04.27.06	Reports of examiners on State examination content including	TEMPORARY
	general and specific comments and recommendations.	Destroy 2 years after action completed
04.27.07	Recommendations from moderators to State and Institute	TEMPORARY
	examiners on content of draft examination papers.	Destroy 2 years after examination is held
04.27.08	Draft copy of Institute examination papers with suggested answers and marking plan.	TEMPORARY
	answers and marking plan.	

		Destroy 2 years after action completed
04.27.09	Approved Institute examination papers.	PERMANENT
		Retain in State Archives
04.27.10	Records documenting irregularities and queries about	TEMPORARY
	examination papers.	Destroy 2 years after action completed
04.28.00	Tendering (PROGRAM DELIVERY)	
	The activities involved in receiving and assessing tenders.	
	See 04.29.00 for the process of preparing and submitting tender organisation as an offer to provide services.	ers to an external
	See 04.07.00 for contracts relating to the delivery of services b	y outside parties.
04.28.01	Records documenting the development and issue of tender documents and the evaluation of tenders.	TEMPORARY
	These may include:	Destroy 7 years after tender
	statements of requirements	process
	requests for proposals	completed
	• expressions of interest	
	• requests for tender (RFT)	
	draft contracts	
	• reports	
	• public notices.	
04.28.02	Records documenting unsuccessful tenders and offers and	TEMPORARY
	tenders received where the tender process does not proceed.	Destroy 7 years after tender process completed
04.28.03	Tender registers.	TEMPORARY
		Destroy 7 years after last entry
04.29.00	Tendering by IT (PROGRAM DELIVERY)	1
	The process of preparing and submitting tenders, submissions or proposals to an external organisation as an offer to provide products or services.	
	See 04.28.00 for the activities involved in receiving and assess	sing tenders.
	See 02.05.00 for consultancy services provided by the Institute Tasmania.	of TAFE

04.29.01	Records documenting the preparation and submission of proposals and tender documents by the Institute of TAFE	TEMPORARY
	Tasmania.	Destroy 7 years after action completed
04.29.02	Records documenting the preparation and submission of	TEMPORARY
	competitive bids for Commonwealth funding for training delivery.	Destroy 7 years after action completed
04.30.00	Training Delivery (PROGRAM DELIVERY)	
	The processes involved in the delivery of training, including accredited courses and flexible delivery of non-accredited courses.	
04.30.01	Records documenting vocational placements of students	TEMPORARY
	including union approvals.	Destroy 3 years after action completed
04.30.02	Records documenting training delivery.	TEMPORARY
	These may include:	Destroy 5 years
	delivery and assessment strategies	after last use
	training plans	
	• session plans	
	• lesson plans	
	• training materials.	
	See: 04.27.00 for the assessment process.	
05.00.00	STUDENT ADMINISTRATION	
	The function of managing the enrolment and participation of stuand refund of fees. Includes:	udents, collection
	maintenance of student records	
	 issuing of results including AQF qualifications and Statement that meet the requirements of the Australian Quality Training (AQTF) standards 	
	administration of international student enrolments and visa co	onditions.
05.01.00	Advice (STUDENT ADMINISTRATION)	
	The activities associated with offering opinions by or to the Inst Tasmania.	titute of TAFE
	See 04.09.01 for requests for information about the Institute of training program by the general public or another organisation.	
	See 07.05.00 for guidance advice provided to individual studer	nts.
	See DA No. 2157 Disposal Schedule for Records of Common A Functions where the organisation is responding to the Governments.	

05.01.01	Records documenting the receipt or provision of advice relating to Student Administration.	TEMPORARY
	See 06.01.02 for the provision of advice to prospective clients relating to enrolment and course information.	Destroy 2 years after action completed
05.02.00	Agreements (STUDENT ADMINISTRATION)	
	The processes associated with the establishment, maintenance negotiation of agreements and contracts.	e, review and
05.02.01	Records documenting agreements and contracts including internal service agreements.	TEMPORARY
	These may include:	Destroy 7 years after expiry or
	• agreements	termination of
	• contracts	agreement or contract
	memoranda of understanding	
	memoranda of agreement	
	service agreements	
	international student placement agreements	
	correspondence.	
05.02.02	Register of agreements and contracts.	TEMPORARY
		Destroy 7 years after expiry or termination of last agreement or contract
05.03.00	Arrangements (STUDENT ADMINISTRATION)	
	The activities involved in arranging for a journey or a trip. Includes preparing traitineraries, authorisations, entitlements etc. Also includes arrangements made the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.	
05.03.01	Records documenting arrangements for the use of facilities	TEMPORARY
	and the provision of supervisors for examinations conducted by external organisations.	Destroy 2 years after action completed
05.03.02	Records documenting accommodation arrangements including homestay for international students.	TEMPORARY
	These may include:	Destroy 2 years after superseded
	homestay application forms	
	• records of conviction checks for hosts.	
05.04.00	Ceremonies (STUDENT ADMINISTRATION)	<u> </u>
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05.04.01	Master copies of graduation booklets and graduation lists.	PERMANENT	
		Retain in State Archives	
05.04.02	Records documenting the development and implementation of protocol for graduation ceremonies.	TEMPORARY	
	See 05.04.06 for the conduct of ceremonies.	Destroy 2 years after action completed	
05.04.03	Records documenting details of awards and prizes presented to students.	PERMANENT	
	to students.	Retain in State Archives	
05.04.04	Graduation photos where persons and date of graduation are identified.	PERMANENT	
	identined.	Retain in State Archives	
05.04.05	Graduation photos not described in 05.04.04.	TEMPORARY	
		Destroy after reference ceases	
05.04.06	Records documenting the conduct of graduation ceremonies including venue and catering arrangements.	TEMPORARY	
	These may include:	Destroy 1 year after action	
	• invitations	completed	
	• guest lists		
	• acceptances		
	• correspondence		
	• quotations.		
05.05.00	Certification (STUDENT ADMINISTRATION)		
	The activities associated with the recognition of achievement of competence or learning modules leading to partial or full complete qualification. Includes the recognition of participation in non-accordance.	completion of a	
	See 04.27.00 for results of assessments.		
05.05.01	Register of certificates and statements of attainment issued.	PERMANENT	
		Retain in State Archives	
05.05.02	Requests from program areas for the issue of certificates and statements of attainment records documenting the distribution	PERMANENT	
	and collection of certificates.	Retain in State Archives	
05.05.03	Records documenting requests from students for the re-issue of certificates and statements of attainment.	PERMANENT	
	These may include:	Retain in State Archives	
	written requests	, 4 5 11 4 5 5	
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	statutory declarations.	
05.05.04	Originals of certificates, diplomas etc that have not been collected.	TEMPORARY
	collected.	Destroy 50 years after date of issue
05.05.05	Records documenting requests from students for statements	TEMPORARY
	of results, statement of completion for non-accredited courses and references. These may include:	Destroy after reference ceases
	 requests for statement of results form 	Telefelioe ocases
	• correspondence.	
05.06.00	Committees (STUDENT ADMINISTRATION)	
	The activities associated with the management of committees, groups and task forces. Includes advisory and working committees.	
	See 05.10.01 for forums and the meetings of individuals and graconsidered committees or teams.	roups that are not
05.06.01	Records of internal and external committees where the	PERMANENT
	Institute of TAFE Tasmania has the administrative or secretariat role including program meetings and team meetings.	Retain in State Archives
	These may include:	
	appointment of members	
	• final versions of minutes	
	agenda papers	
	• reports	
	• submissions.	
05.06.02	Records of external committees where the Institute of TAFE Tasmania does not have the administrative or secretariat role.	TEMPORARY Destroy 3 years
	These may include:	after action completed or
	appointment of members	following next
	• minutes	registration audit whichever is later
	• agendas	Willomovor to later
	• reports	
	• submissions.	
05.06.03	Records documenting the administration of committees	TEMPORARY
	including notices of meetings and routine correspondence.	Destroy after reference ceases
05.07.00	Enrolment (STUDENT ADMINISTRATION)	
	The processes of formally accepting students into training progentry and maintenance of students personal details and training the student administration database. Also includes applications notices of acceptance and the payment of fees.	g program details in

	See 06.01.02 for the provision of general advice to students or students relating to enrolment.	prospective
	See 04.26.01 for the process of selection.	
05.07.01	Student enrolment details maintained in student database including:	PERMANENT Retain in State
	personal details	Archives
	address details	
	• sponsor payments	
	employer details	
	emergency contacts	
	language and cultural diversity information	
	employment status	
	• schooling	
	disability information	
	previous qualifications	
	assistance requirements	
	study details	
	concession details	
	payment and refund details	
	withdrawal or cancellation details	
	details of courses and modules/units	
	enrolment dates	
	• location of study.	
05.07.02	Records supporting the process of enrolment.	TEMPORARY
	These may include:	Destroy 7 years
	enrolment forms	after action
	modules/unit tick sheets	completed
	concession details	
	proofs of concession	
	international student receipts	
	employer/sponsor authorisations	
	recognition of prior learning applications	
	• correspondence	
	payment details	
	credit card authorisations	
	• results.	
	See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for records of financial transactions.	

	Duplicate copies held in program areas can be destroyed in accordance with the Disposal Schedule for Short-term Value Records (DA No. 2158).	
05.07.03	Records of requests made by students for changes to	TEMPORARY
	personal information contained in the student database.	Destroy 2 years after action completed
05.07.04	Records documenting offers to students for placement in	TEMPORARY
	accredited courses and training programs including course information sheets.	Destroy 3 years after action
	See 05.07.05. for short-term courses.	completed
05.07.05	Records documenting offers to students for placement in	TEMPORARY
	short term training courses.	Destroy 1 year after action completed
05.07.06	Records documenting confirmation of a student's enrolment	TEMPORARY
	provided to Commonwealth agencies. These may include:	Destroy after reference ceases
	overseas student confirmations	
	Abstudy confirmations	
	confirmation provided to welfare agencies	
05.07.07	Records documenting details of international students not described in 05.07.01.	TEMPORARY
	These may include:	Destroy 2 years after student
	local address details	completes training
	overseas family contact details	training
	homestay family contact details	
	copies of student visas and passports	
	confirmations of private health cover	
	details of course changes	
	payment schedules.	
05.07.08	Records documenting the determination of fees and charges for training and assessment.	TEMPORARY Destroy 7 years
	See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for financial transactions relating to the payment of fees.	after action completed
05.08.00	Evaluation (STUDENT ADMINISTRATION)	
	The process of determining the suitability of potential or existing of equipment, systems or services in relation to meeting the ne situation.	

05.08.01	Records documenting the evaluation of student	TEMPORARY
05.06.01	administration services or systems.	_
		Destroy 5 years after action completed
05.09.00	Liaison (STUDENT ADMINISTRATION)	
	The activities associated with maintaining regular general containstitute of TAFE Tasmania and professional organisations sucbodies, professionals in related fields, other private sector orga community groups. Includes sharing informal advice and discus membership of professional associations and collaborating on professional ventures or partnership agreements.	h as industry nisations and ssions,
	See DA No.2135 - Disposal Schedule for Training and Assessment Government Registered Training Organisations (RTOs) for liais bodies, industry professionals and other organisations relating and/or assessment.	son with industry
05.09.01	Records documenting liaison with professional organisations,	TEMPORARY
	industry bodies, industry professionals, other organisations and community interest groups. Includes membership of industry and professional bodies and collaboration on projects that are not joint ventures.	Destroy 2 years after action completed
05.10.00	0 Meetings (STUDENT ADMINISTRATION)	
	The activities associated with ad-hoc gatherings held to discuss issues and matters pertaining to the business of the Institute of TAFE Tasmania.	
05.10.01	Minutes, agendas and supporting documentation of meetings.	TEMPORARY
	See 05.06.00 for meetings of Committees, Programs or Teams.	Destroy 2 years after action completed
05.11.00	11.00 Planning (STUDENT ADMINISTRATION)	
	The process of formulating ways in which objectives can be reached.	
	The process of formulating ways in which objectives can be rea	ached.
05.11.01	Records documenting the development of plans relating to	ached.
05.11.01		TEMPORARY Destroy 7 years
05.11.01	Records documenting the development of plans relating to the Student Administration function including final versions of	TEMPORARY Destroy 7 years after plan is
05.11.01	Records documenting the development of plans relating to the Student Administration function including final versions of plans.	TEMPORARY Destroy 7 years
05.11.01	Records documenting the development of plans relating to the Student Administration function including final versions of plans. These may include:	TEMPORARY Destroy 7 years after plan is
05.11.01 05.12.00	Records documenting the development of plans relating to the Student Administration function including final versions of plans. These may include: • quality improvement plans. See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for strategic, corporate or business	TEMPORARY Destroy 7 years after plan is
	Records documenting the development of plans relating to the Student Administration function including final versions of plans. These may include: • quality improvement plans. See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for strategic, corporate or business plans.	TEMPORARY Destroy 7 years after plan is superseded
	Records documenting the development of plans relating to the Student Administration function including final versions of plans. These may include: • quality improvement plans. See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for strategic, corporate or business plans. Policy (STUDENT ADMINISTRATION) The activities associated with developing and establishing decise	TEMPORARY Destroy 7 years after plan is superseded

		Retain in State Archives
05.13.00	Procedures (STUDENT ADMINISTRATION)	
	Standard methods of operating laid down according to formulate	ted policy.
05.13.01	Records documenting the development of procedures and	TEMPORARY
	guidelines.	Destroy 5 years after action completed
05.13.02	Master copies of procedure manuals.	TEMPORARY
	Duplicate copies can be destroyed in accordance with the Disposal Schedule Short-term Value Records (DA No. 2158).	Destroy 7 years after superseded
05.14.00	Public Reaction (STUDENT ADMINISTRATION)	
	The process of handling customer and public reaction to an orgon services. Includes anonymous letters, letters of complaint, a congratulations or appreciation received from customers and the	nd letters of
	See 07.11.00 for complaints relating perceived discrimination, unfair treatment made by students.	harassment or
05.14.01	Records documenting complaints which:	PERMANENT
	create precedents	Retain in State
	raise policy or legal issues	Archives
	raise issues requiring broader follow-up	
	contain qualified legal opinions	
	• lead to procedural changes.	
05.14.02	Records documenting complaints not described in 05.14.01.	TEMPORARY
		Destroy 2 years after action completed
05.15.00	Reporting (STUDENT ADMINISTRATION)	,
	The processes associated with initiating or providing a formal response to a situation or request. Includes reports on the academic progress and attendance or international students. Includes statistical reporting.	
05.15.01	Agency copies of Australian Vocational Education and	TEMPORARY
	Training Management Information Statistical Standard (AVETMISS) reports.	Destroy 5 years after action completed
05.15.02	Records documenting the completion of surveys and	TEMPORARY
	questionnaires conducted by industry and national bodies.	Destroy 2 years after action completed

06.00.00 STUDENT RECRUITMENT			
	The function of recruiting prospective students to the Institute of TAFE Tasmania. Includes the provision of training program information, advertising, relations with schools and industry, visits and open days, and the identification of target markets.		
	See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for the process involved in producing training program information into a product e.g. training program guides, brochures and web sites.		
06.01.00	Advice (STUDENT RECRUITMENT)		
	The activities associated with offering opinions by or to the Inst Tasmania.	itute of TAFE	
	See 05.01.01 for advice relating to enrolment including fees an	d charges.	
	See 04.09.01 for requests for information about the Institute of TAFE Tasman training program by the general public or another organisation.		
	See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions where the organisation is responding to Ministerial requests for advice or comments.		
06.01.01	Records of the receipt or provision of advice relating to the Student Recruitment function.	TEMPORARY	
	See 06.01.02 for advice provided to prospective students.	Destroy 2 years after action completed	
06.01.02	Records documenting the provision or receipt of general advice to prospective students relating to:	TEMPORARY	
	enrolment and orientation procedures	Destroy 2 years after action	
	course information	completed	
	fees and charges		
	Records may include:		
	• course guides		
	information brochures and leaflets		
	correspondence (hardcopy and email).		
06.02.00	Agreements (STUDENT RECRUITMENT)	ı	
	The processes associated with the establishment, maintenance negotiation of agreements and contracts.	e, review and	
	See 06.04.01 for agreements and contracts with outside person of services.	ns for the delivery	
06.02.01	Records documenting agreements and contracts including internal service agreements.	TEMPORARY	
	These may include:	Destroy 7 years after expiry or	
	agreements	termination of	
	• contracts	agreement or contract	
	memoranda of understanding	301111401	

	memoranda of agreement	
	• service agreements	
	• correspondence.	
06.02.02	Register of agreements and contracts.	TEMPORARY
		Destroy 7 years after expiry or termination of last agreement or contract
06.03.00	Committees (STUDENT RECRUITMENT)	•
	The activities associated with the management of committees, groups and task forces. Includes advisory and working commit	
	See 06.09.01 for forums and the meetings of individuals and g considered committees or teams.	roups that are not
06.03.01	Records of internal and external committees where the Institute of TAFE Tasmania has the administrative or secretariat role including program meetings and team meetings.	PERMANENT Retain in State Archives
	These may include:	
	appointment of members	
	• final versions of minutes	
	agenda papers	
	• reports	
	• submissions.	
06.03.02	Records of external committees where the Institute of TAFE Tasmania does not have the administrative or secretariat role.	TEMPORARY Destroy 3 years
	These may include:	after action completed or
	appointment of members	following next
	• minutes	registration audit whichever is later
	• agendas	Willows to later
	• reports	
	• submissions.	
06.03.03	Records documenting the administration of committees	TEMPORARY
	including notices of meetings and routine correspondence.	Destroy after reference ceases
06.04.00	Contracting-Out (STUDENT RECRUITMENT)	•
	The activities involved in arranging, procuring and managing the work or the provision of services by an external contractor or couse of external bureau services. Sometimes referred to as outside.	onsultant, or the

	See 06.13.00 for the process of receiving and assessing tende external consultants for services, prior to the contract agreeme	
06.04.01	Records documenting arrangements for, and the management of work or the provision of services by external parties. These may include: agreements contracts memoranda of understanding memoranda of agreement service agreements progress reports contact notes	TEMPORARY Destroy 7 years after expiry or termination of agreements or contracts
	correspondence.	
06.04.02	Records documenting negotiations with prospective service providers including offers of services, expressions of interest and receipt of promotional material.	TEMPORARY Destroy after reference ceases
06.05.00	Evaluation (STUDENT RECRUITMENT)	•
	The process of determining the suitability of potential or existing programs, iter of equipment, systems or services in relation to meeting the needs of a given situation.	
06.05.01	Records documenting the evaluation of student recruitment	TEMPORARY
	services or systems.	Destroy 5 years after action completed
06.06.00	Exhibitions (STUDENT RECRUITMENT)	
	The activities associated with displays at Careers Expos, AGFEST etc. for purpose of informing, educating the public or promoting the services of the Institute of TAFE Tasmania.	
	See 06.14.01 for visits to the Institute of TAFE Tasmania prem other locations in order to promote services and programs.	isos, and by stail to
06.06.01	Records documenting the coordination of the Institute of	TEMPORARY
	TAFE Tasmania's participation in exhibitions including negotiations with organisers, floor plans, equipment and expenditure.	Destroy 7 years after action completed
06.06.02	Records documenting individual delivery programs participation in exhibitions including the preparation of displays and staff participation.	TEMPORARY Destroy after reference ceases
06.06.03	Records documenting official openings of exhibitions.	TEMPORARY
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	These may include:	Destroy 5 years
	• invitation lists	after action completed
	briefing notes	Completed
	• speech notes	
	• running plans.	
06.07.00	Liaison (STUDENT RECRUITMENT)	
	The activities associated with maintaining regular general contact between the Institute of TAFE Tasmania and professional organisations such as industry bodies, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that not joint ventures or partnership agreements.	
	See DA No.2135 - Disposal Schedule for Training and Assessment Records Government Registered Training Organisations (RTOs) for liaison with indu- bodies, industry professionals and other organisations relating to training de- and/or assessment of accredited courses.	
06.07.01	Records documenting liaison with professional organisations, industry bodies, industry professionals, other organisations and community interest groups. Includes membership of industry and professional bodies and collaboration on projects that are not joint ventures.	TEMPORARY Destroy 2 years after action completed
06.08.00	Marketing (STUDENT RECRUITMENT)	
	The process of analysing, creating and selling products and services. Includes analysis of market sectors, product development and enhancements, advertis programs, and the development and implementation of marketing campaigns sponsorship arrangements.	
	See 06.04.01 for the management of the advertising contracts.	
06.08.01	Records documenting the development of marketing and promotional material including progress notes, quotations etc.	TEMPORARY
	See 06.01.02 for leaflets, course guides etc.	Destroy 7 years after action completed
06.08.02	Records documenting the preparation, approval and	TEMPORARY
	placement of advertisements including advertising orders.	Destroy 7 years after action completed
06.08.03	Records documenting market research conducted by the	TEMPORARY
	Institute of TAFE Tasmania.	Destroy 5 years after action completed
06.09.00	Meetings (STUDENT RECRUITMENT)	
	The activities associated with ad-hoc gatherings held to discuss matters pertaining to the business of the Institute of TAFE Tasr	

06.09.01	Minutes, agendas and supporting documentation of meetings.	TEMPORARY
00.03.01	See 06.03.01 for meetings of Committees, Programs or	
	Teams.	Destroy 2 years after action completed
06.10.00	Planning (STUDENT RECRUITMENT)	
	The process of formulating ways in which objectives can be rea	ached.
06.10.01	Records documenting the development of plans relating to	TEMPORARY
	the Student Recruitment function including final versions of plans.	Destroy 7 years
	These may include:	after plan is
	marketing plans.	superseded
	See DA No. 2157 Disposal Schedule for Records of Common	
	Administrative Functions for strategic, corporate or business plans.	
06.11.00	Policy (STUDENT RECRUITMENT)	
	The activities associated with developing and establishing decision and precedents that act as reference for future decision-making	
06.11.01	Records documenting policy decisions, illustrating the	PERMANENT
	development of policy and establishing precedents.	Retain in State
	See 06.12.02 for policy and procedure manuals.	Archives
06.12.00	Procedures (STUDENT RECRUITMENT)	
	Standard methods of operating laid down according to formulat	ed policy.
06.12.01	Records documenting the development of procedures and guidelines.	TEMPORARY
	guideiiries.	Destroy 5 years after action completed
06.12.02	Master copies of procedure manuals.	TEMPORARY
	See Disposal Schedule for Short Term Value Records (DA2183) for managing duplicate copies.	Destroy 7 years after superseded
06.13.00	Tendering (STUDENT RECRUITMENT)	
	The activities involved in receiving and assessing tenders.	
	See 06.04.00 for contracts relating to the delivery of services by	y outside parties.
06.13.01	Records documenting the development and issue of tender documents and the evaluation of tenders.	TEMPORARY
	These may include:	Destroy 7 years after tender
	• statement of requirement	process
	statement of requirement	oompleted
	• requests for proposals	completed
	·	completed

	draft contracts	
	• reports	
	• public notices.	
06.13.02	Records documenting unsuccessful tenders and offers and	TEMPORARY
00.10.02	tenders received where the tender process does not proceed.	Destroy 7 years after tender process completed
06.13.03	Tender registers.	TEMPORARY
		Destroy 7 years after last entry
06.14.00	Visits (STUDENT RECRUITMENT)	
	The activities involved in arranging visits to the Institute of TAF other organisations, the public and students and visits by staff t colleges, universities, workplaces and communities.	
06.14.01	Records documenting arrangements for visits by schools and	TEMPORARY
	industry representatives to the Institute of TAFE Tasmania facilities for promotion purposes.	Destroy 2 years after action completed
07.00.00	STUDENT SUPPORT	
	The function of supporting students both on and off campus through the provision of information, counselling, tutoring, and employment services, financial assistance and advice and childcare arrangements. Includes support for individuals with special needs.	
07.01.00	Advice (STUDENT SUPPORT)	
	The activities associated with offering opinions by or to the Institute of TAFE Tasmania.	
	See 07.05.00 for guidance or advice provided to individual stud	lents.
	See 06.01.02 for advice relating to enrolment including fees an	d charges.
	See 04.09.01 for requests for information about the Institute of TAFE Tastraining program by the general public or another organisation.	
	See DA No. 2157 Disposal Schedule for Records of Common A Functions where the organisation is responding to Ministerial reor comments.	
07.01.01	Records documenting the receipt and provision of advice relating to the Student Support function.	TEMPORARY
	See 07.05.00 for advice and guidance provided to individual students.	Destroy 2 years after action completed
07.02.00	Agreements (STUDENT SUPPORT)	
	The processes associated with the establishment, maintenance negotiation of agreements and contracts.	e, review and

	Pocarde decumenting agreements and contracts, including		
07.02.01	Records documenting agreements and contracts, including internal service agreements.	TEMPORARY	
	These may include:	Destroy 7 years after expiry or	
	• agreements	termination of	
	• contracts	agreement or contract	
	memoranda of understanding		
	memoranda of agreement		
	service agreements		
	• correspondence.		
07.02.02	Register of agreements or contracts.	TEMPORARY	
		Destroy 7 years after expiry or termination of last agreement or contract	
07.03.00	Arrangements (STUDENT SUPPORT)		
	itineraries, authorisations, entitlements etc. Also includes arran	s involved in arranging for a journey or a trip. Includes preparing travel uthorisations, entitlements etc. Also includes arrangements made for of equipment or goods and the usage made of facilities, vehicles, nd space.	
07.03.01	Records documenting arrangements and approvals for	TEMPORARY	
	special excursions.	Destroy 2 years after action completed	
07.03.02	Records documenting arrangements to meet international	TEMPORARY	
	students on arrival, during and out of normal business hours, including approvals for vehicle use and hire.	Destroy 2 years after action completed	
07.04.00	Committees (STUDENT SUPPORT)	L	
	The activities associated with the management of committees, groups and task forces. Includes advisory and working committees.		
	See 07.15.01 for forums and the meetings of individuals and grounsidered committee or teams.	roups that are not	
07.04.01	Records of internal and external committees where the	PERMANENT	
	Institute of TAFE Tasmania has the administrative or secretariat role including program meetings and team meetings.	Retain in State Archives	
	These may include:		
	appointment of members		
	• final versions of minutes		
	agenda papers		
	• reports		

	• submissions.	
07.04.02	Records of external committees where the Institute of TAFE Tasmania does not have the administrative or secretariat role.	TEMPORARY Destroy 3 years
	These may include:	after action completed or
	appointment of members	following next
	• minutes	registration audit whichever is later
	agendas	Willefiever is later
	• reports	
	• submissions.	
07.04.03	Records documenting the administration of committees	TEMPORARY
	including notices of meetings and routine correspondence.	Destroy after
		reference ceases
07.05.00	Counselling (STUDENT SUPPORT)	1
	The activities associated with giving advice or guidance to a sture reasons. Includes referrals to other community support agencies of information, advice, support and assistance relating to:	
	training programs	
	career guidance	
	allowances and government assistance	
	personal and health issues	
	access and equity	
	grievance procedures	
	assessment	
	• harassment.	
	See 07.11.01 for the handling and resolution of student grievar	ices.
	See 07.10.01 for the provision of financial assistance to studen	ts.
	See 07.13.00 for the provision of learning support for students.	
07.05.01	Records documenting counselling and advice provided to individual students on sensitive matters. Includes advice relating to:	TEMPORARY Destroy 7 years
	access and equity	after action completed or
	discrimination	when the student
	harassment	reaches the 25 years of age,
	disabilities	whichever is later
	grievance procedures	
	medical conditions	
	a narramal issues	
i i	personal issues	

	Records may include:	
	• file notes	
	diary notes.	
07.05.02	Records documenting advice provided to students on matters not included in 07.05.01.	TEMPORARY
	Includes advice relating to:	Destroy 2 years after action
	training programs	completed
	• career guidance.	
	allowances and government assistance	
	Records may include:	
	• file notes	
	diary notes.	
07.06.00	Discipline (STUDENT SUPPORT)	I
	The activities and actions associated with the disciplinary proceed investigation, charges, formal inquiries and punishment.	ess. Includes
07.06.01	Reports documenting disciplinary matters referred to student services.	TEMPORARY
	See 07.05.00 for advice and guidance provided to individual students.	Destroy 2 years after action completed
07.07.00	Employment Services (STUDENT SUPPORT)	
	The activities involved in providing services to assist students seeking employment. Includes the development of relationships with potential employers and employment agencies.	
07.07.01	Records documenting assistance provided to students	TEMPORARY
	seeking employment including correspondence with job network providers and prospective employers.	Destroy 5 years after action completed
07.08.00	Enquiries (STUDENT SUPPORT)	
	The activities associated with the handling of requests for informal institute of TAFE Tasmania and its services from the general programisation.	
07.08.01	Records documenting routine enquiries and requests for	TEMPORARY
	routine information relating to student support.	Destroy after reference ceases
07.09.00	Evaluation (STUDENT SUPPORT)	
	The process of determining the suitability of potential or existing of equipment, systems or services in relation to meeting the ne situation.	
	See 07.20.01 for the re-evaluation process (after implementation monitoring).	on, use and

07.09.01	Records documenting the evaluation of business	TEMPORARY
	development services or systems.	Destroy 5 years after action completed
07.10.00	Financial Assistance (STUDENT SUPPORT)	
	The activities associated with the provision of financial assistant including the assessment of need based on established criteria subsidies for childcare, book allowances, fee concessions and flexible methods to pay fees, and where appropriate the waiving	i. Includes the provision of
	See 07.05.00 for the provision of advice or guidance to individu	ıal students.
	See 07.02.01 for the processes associated with the establishm review and negotiation of agreements where fees are paid by it	
07.10.01	Records documenting financial assistance provided to students.	TEMPORARY
	These may include:	Destroy 7 years after action
	waiver forms	completed
	application forms	
	• letters of allocation	
	• correspondence.	
	See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for records of financial transactions associated with the provision of financial assistance.	
07.11.00 Grievances (STUDENT SUPPORT)		l
	The activities associated with the handling and resolution of stu- Includes handling complaints over perceived discrimination, ha treatment irrespective of where the complaints arise.	
	See 04.11.01 for complaints relating to the delivery of programs	S.
	See DA No. 2157 Disposal Schedule for Records of Common Functions for grievances made by employees of the Institute of	
07.11.01	Records documenting student grievances.	TEMPORARY
	These may include:	Destroy 7 years
	grievance forms	after last contact
	supporting documentation	with the student, or when the
	formal written complaints	student reaches
	• reports to senior management	25 years of age, whichever is later
	• interview notes	THIS IS TO IS IS IS
	• outcome reports.	

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07.12.00	Induction (STUDENT SUPPORT)	
	The process of providing orientation assistance to new student adjustment to the Institute of TAFE Tasmania environment. Incute students.	
07.12.01	Records documenting the development and implementation	TEMPORARY
	of induction and orientation programs.	Destroy 5 years after action completed
07.12.02	Master copies of student induction manuals.	TEMPORARY
		Destroy 7 years after superseded
07.12.03	Master copies of student diaries containing induction	TEMPORARY
	information.	Destroy 1 year after superseded
07.12.04	Authority forms signed by students on commencement of study.	TEMPORARY
	These may include:	Destroy 7 years after action
	• Internet usage forms.	completed or when the student has reached 25 years of age, whichever is later
07.13.00	Learning Support (STUDENT SUPPORT)	
	The activities involved in providing equipment, advocacy and a students. Includes study skills training and individual learning s students, students with special needs and international students	upport for at-risk
	See 07.05.00 for the provision of advice to individual students.	
	See 05.07.00 for records relating to the enrolment of internation maintenance of student details.	nal students and
07.13.01	Records documenting support services provided to individual students including international students.	TEMPORARY
	These may include:	Destroy 2 years after last contact
	• file notes	with student
	• student contact sheets.	
	See 07.05.00 for counselling advice provided to students.	
07.13.02	Records documenting the organisation of social and recreational activities for students including international and aboriginal students.	TEMPORARY Destroy 2 years after action
	See 04.03.01 for arrangements and authorisation for excursions.	completed

07.13.03	Final versions of brochures and leaflets that provide lifestyle	TEMPORARY
	information for international students.	Destroy 7 years after superseded
07.13.04	Final versions of leaflets and brochures that provide information relating to the Institute of TAFE Tasmania's	TEMPORARY
	policies, procedures, and support services.	Destroy after superseded
07.14.00	Liaison (STUDENT SUPPORT)	
	The activities associated with maintaining regular general containstitute of TAFE Tasmania and professional organisations such bodies, professionals in related fields, other private sector organisations community groups. Includes sharing informal advice and discussions membership of professional associations and collaborating on not joint ventures or partnership agreements.	h as industry nisations and ssions,
	See DA No.2135 - Disposal Schedule for Training and Assessr Government Registered Training Organisations (RTOs) for liais bodies, industry professionals and other organisations relating and/or assessment of accredited courses.	son with industry
07.14.01	Records documenting liaison with professional organisations, industry bodies, industry professionals, other organisations and community interest groups. Includes membership of industry and professional bodies and collaboration on projects that are not joint ventures.	TEMPORARY Destroy 2 years after action completed
07.15.00	Meetings (STUDENT SUPPORT)	
	The activities associated with ad-hoc gatherings held to discuss issues and matters pertaining to the business of the Institute of TAFE Tasmania.	
07.15.01	Minutes, agendas and supporting documentation of meetings.	TEMPORARY
	See 07.04.00 for meetings of Committees, Programs or Teams.	Destroy 2 years after action completed
07.16.00	Planning (STUDENT SUPPORT)	
	The process of formulating ways in which objectives can be rea	ached.
07.16.01	Records documenting the development of plans relating to Student Support including final versions of plans.	TEMPORARY
	These may include:	Destroy 7 years after plan is
	business improvement plans	superseded
	disability action plans.	
	See Disposal Schedule for Records of Common Administrative Functions (DA No. 2157) for strategic, corporate or business plans.	
07.17.00	Policy (STUDENT SUPPORT)	
	The activities associated with developing and establishing deci- and precedents that act as reference for future decision-making	
i		

07.17.01	Records documenting policy decisions, illustrating the	PERMANENT
07.17.01	development of policy and establishing precedents.	Retain in State
	See 07.18.02 for policy and manuals.	Archives
07.18.00	Procedures (STUDENT SUPPORT)	
	Standard methods of operating laid down according to formulated policy.	
07.18.01	Records documenting the development and review of procedures and guidelines including induction procedures.	TEMPORARY
	procedures and guidelines including induction procedures.	Destroy 5 years after action completed
07.18.02	Master copy of procedure manual.	TEMPORARY
	See Disposal Schedule for Short Term Value Records (DA2183) for managing duplicate copies.	Destroy 7 years after superseded
07.19.00	Reporting (STUDENT SUPPORT)	
	The processes associated with initiating or providing a formal response to a situation or request. Includes statistical reporting.	
07.19.01	Records documenting the completion of surveys and questionnaires conducted by industry and national bodies.	TEMPORARY
	questionnaires conducted by industry and national bodies.	Destroy 2 years after action completed
07.19.02	Statistical reports provided to other government agencies and authorities for funding provision.	TEMPORARY
	authorities for furfuling provision.	Destroy 1 year after action completed
07.20.00	Reviewing (STUDENT SUPPORT)	
	The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
	See 04.08.01 & 04.08.02 for the annual student satisfaction survey.	
	See 07.09.01 for the process of determining the suitability of programs, items of equipment, systems, products or services.	
07.20.01	Records documenting annual reviews of special programs and the annual business improvement review.	TEMPORARY
		Destroy 5 years after action completed