

**Office of the  
State Archivist**



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

Disposal Authorisation DA2183

**Version 3.0  
Oct 2025**

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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**

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

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**Document Development History**

<b>Version</b>	<b>Date</b>	<b>Comments</b>
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.

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## 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 [National edeposit](#) (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

Reference	Description	Status And Disposal Action
<b>01.00.00</b>	<p><b>BOARD MANAGEMENT</b></p> <p>The function of managing the activities of the Board of the Institute of TAFE Tasmania. Includes the establishment, appointment of members, remuneration, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p><i>See Disposal Schedule for Records of Common Administrative Functions (DA2157) for meetings of the Corporate Strategy Group, Business Consortium &amp; Learning Consortium.</i></p>	
<b>01.01.00</b>	<p><b>Advice (BOARD MANAGEMENT)</b></p> <p>The activities associated with offering opinions by or to the Institute of TAFE Tasmania.</p> <p><i>See Disposal Schedule for Records of Common Administrative Functions (DA2157) where the organisation is responding to Ministerial requests for advice or comments and for requests for information about the Institute of TAFE Tasmania's services by the general public or outside organisations.</i></p>	
<b>01.01.01</b>	Records documenting the receipt or provision of advice relating to Board Management.	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<b>01.02.00</b>	<p><b>Appointments (BOARD MANAGEMENT)</b></p> <p>The activities associated with making recommendations for appointment of board members including the setting of fees and allowances and the preparation of sizing statements.</p>	
<b>01.02.01</b>	Records documenting the appointment of board members including remuneration and sizing statements.	<p>PERMANENT</p> <p>Retain in State Archives</p>
<b>01.03.00</b>	<p><b>Arrangements (BOARD MANAGEMENT)</b></p> <p>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.</p>	
<b>01.03.01</b>	<p>Records documenting arrangements for Board members to undertake work-related travel including overseas or interstate travel.</p> <p><i>See 01.07.02 for reports of overseas travel undertaken by Board members</i></p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<b>01.04.00</b>	<p><b>Liaison (BOARD MANAGEMENT)</b></p> <p>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</p>	

Reference	Description	Status And Disposal Action
	community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures or partnership agreements.	
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	<p><b>Meetings (BOARD MANAGEMENT)</b></p> <p>The activities associated with gatherings held to discuss issues and matters pertaining to the business of the Institute of TAFE Tasmania.</p> <p><i>See 01.05.00 for meetings of committees or teams.</i></p>	
01.05.01	<p>Records documenting board meetings.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• agenda papers</li> <li>• minutes</li> <li>• briefing papers</li> <li>• discussion papers</li> <li>• reports presented at the meeting</li> <li>• board charter.</li> </ul>	PERMANENT Retain in State Archives
01.06.00	<p><b>Public Reaction (BOARD MANAGEMENT)</b></p> <p>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.</p>	
01.06.01	Records documenting expressions of appreciation received from members of the public, industry bodies, industry councils, or agency clients.	TEMPORARY Destroy 2 years after action completed
01.07.00	<p><b>Reporting (BOARD MANAGEMENT)</b></p> <p>The processes associated with initiating or providing a formal response to a situation or request. Includes statistical reporting.</p> <p><i>See 01.07.01 for reports presented to the Board.</i></p> <p><i>See Disposal Schedule for Records of Common Administrative Functions (DA2157) for master copies of the annual report.</i></p>	
01.07.01	Reports prepared in response to a request from the Minister.	TEMPORARY Destroy 10 years after action completed
01.07.02	Reports on overseas travel undertaken by Board members.	PERMANENT

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

Reference	Description	Status And Disposal Action
02.02.03	Signed contracts under seal and supporting documentation.	TEMPORARY Destroy 13 years after completion or termination
02.03.00	<b>Client Relationships (BUSINESS DEVELOPMENT)</b> 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 the provision of training services by the Institute of TAFE Tasmania. These may include: <ul style="list-style-type: none"> <li>• training proposals</li> <li>• skills audits</li> <li>• training program outlines</li> <li>• costing sheets</li> <li>• correspondence.</li> </ul> See 02.02.00 for contracts. See 04.12.01 for the delivery of training.	TEMPORARY Destroy 7 years after action completed
02.03.02	Business client details including training history maintained in client relationship database.	PERMANENT Retain in State Archives
02.04.00	<b>Committees (BUSINESS DEVELOPMENT)</b> The activities associated with the management of committees, teams, working groups and task forces. Includes advisory and working committees. See 02.12.00 for forums and meetings of individuals and groups that are not considered committees or teams.	
02.04.01	Records of internal and external committees where the Institute of TAFE Tasmania has the administrative or secretariat role. These may include: <ul style="list-style-type: none"> <li>• appointment of members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports</li> <li>• submissions.</li> </ul>	PERMANENT Retain in State Archives
02.04.02	Records of external committees where the Institute of TAFE Tasmania does not have the administrative or secretariat role. These may include:	TEMPORARY Destroy 2 years after action completed

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> <li>• appointment of members</li> <li>• minutes</li> <li>• agendas</li> <li>• reports</li> <li>• submissions.</li> </ul>	
<b>02.04.03</b>	Records documenting the administration of committees including notices of meetings and routine correspondence.	<p>TEMPORARY</p> <p>Destroy after reference ceases</p>
<b>02.05.00</b>	<p><b>Consultancy Services (BUSINESS DEVELOPMENT)</b></p> <p>The activities involved in the performance of work or the provision of services to an external organisation by the Institute of TAFE Tasmania.</p> <p><i>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.</i></p> <p><i>See 02.20.00 for the process of preparing and submitting tenders to an external organisation as an offer to provide services.</i></p> <p><i>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.</i></p>	
<b>02.05.01</b>	<p>Records documenting the provision of consultancy services to an external organisation.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreement</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after completion or termination of agreements or contracts</p>
<b>02.06.00</b>	<p><b>Contracting-out (BUSINESS DEVELOPMENT)</b></p> <p>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.</p> <p><i>See 02.05.00 for the activities involved in the provision of consultancy services to other organisations.</i></p> <p><i>See 02.19.00 for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</i></p>	

Reference	Description	Status And Disposal Action
	<i>See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for arrangements for, and management of, training and/or assessment services by external clients.</i>	
<b>02.06.01</b>	<p>Records documenting the arrangements for, and the management of work or the provision of services by external parties.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreement</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after expiry, completion or termination of agreements</p>
<b>02.06.02</b>	Records documenting negotiations with prospective service providers including offers of services, expressions of interest and receipt of promotional material.	<p>TEMPORARY</p> <p>Destroy after reference ceases</p>
<b>02.07.00</b>	<p><b>Enquiries (BUSINESS DEVELOPMENT)</b></p> <p>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.</p>	
<b>02.07.01</b>	Records documenting requests for, and the provision of routine information relating to business development.	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<b>02.08.00</b>	<p><b>Evaluation (BUSINESS DEVELOPMENT)</b></p> <p>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.</p>	
<b>02.08.01</b>	Records documenting the evaluation of business development opportunities, services or systems.	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

<b>02.09.00</b>	<p><b>Joint Ventures (BUSINESS DEVELOPMENT)</b></p> <p>The activities involved in managing joint operations between departments, or with other organisations, where there is a contract or joint contribution of funds and/or time. Includes partnerships.</p> <p><i>See 02.10.00 for other collaboration.</i></p>	
<b>02.09.01</b>	<p>Records documenting the arrangements for, and the management joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after completion or termination of agreements or contracts</p>
<b>02.10.00</b>	<p><b>Liaison (BUSINESS DEVELOPMENT)</b></p> <p>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.</p> <p><i>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.</i></p>	
<b>02.10.01</b>	<p>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.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<b>02.11.00</b>	<p><b>Marketing (BUSINESS DEVELOPMENT)</b></p> <p>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.</p> <p><i>See 02.11.01 for the development of marketing plans.</i></p>	
<b>02.11.01</b>	<p>Records documenting the marketing of business development opportunities including advertising campaigns and promotions.</p> <p><i>See 02.02.00 for contracts with marketing providers.</i></p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

<b>02.12.00</b>	<b>Meetings (BUSINESS DEVELOPMENT)</b> The activities associated with ad-hoc gatherings held to discuss issues and matters pertaining to the business of the Institute of TAFE Tasmania.	
<b>02.12.01</b>	Minutes, agendas and supporting documentation of meetings. <i>See 02.04.00 for meetings of committees, programs or teams.</i>	TEMPORARY Destroy 2 years after action completed
<b>02.13.00</b>	<b>Planning (BUSINESS DEVELOPMENT)</b> The process of formulating ways in which objectives can be reached	
<b>02.13.01</b>	Records documenting the development of plans relating to the Business Development function, including the final versions of the plans.  These may include: <ul style="list-style-type: none"><li>• marketing plans.</li></ul> <i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for strategic, corporate or business plans.</i>	TEMPORARY Destroy 7 years after plan is superseded
<b>02.14.00</b>	<b>Policy (BUSINESS DEVELOPMENT)</b> The activities associated with developing and establishing decisions, directions and precedents that act as reference for future decision-making.	
<b>02.14.01</b>	Records documenting policy decisions, illustrating the development of policy and establishing precedents. <i>See 02.15.01 for policy and procedures manual.</i>	PERMANENT Retain in State Archives
<b>02.15.00</b>	<b>Procedures (BUSINESS DEVELOPMENT)</b> Standard methods of operating laid down according to formulated policy.	
<b>02.15.01</b>	Records documenting the development of procedures and guidelines and final versions of procedure manuals.	TEMPORARY Destroy 7 years after superseded
<b>02.16.00</b>	<b>Project Management (BUSINESS DEVELOPMENT)</b> The process of managing all aspects of the project life-cycle leading to implementation of the project outcomes. Includes developing the business case, scoping the project, stakeholder analysis, risk management and financial analysis, and governance.  Use other relevant functions and activities for implementation of the project outcomes.  <i>See 04.12.00 for the provision of training services to business clients.</i>	
<b>02.16.01</b>	Records documenting the management of projects.	TEMPORARY Destroy 3 years after action completed

<b>02.17.00</b>	<b>Public Reaction (BUSINESS DEVELOPMENT)</b> 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.	
<b>02.17.01</b>	Records documenting expressions of appreciation from members of the public or agency clients.	TEMPORARY Destroy 2 years after action completed
<b>02.17.02</b>	Records documenting complaints which: <ul style="list-style-type: none"> <li>• create a precedent</li> <li>• raise policy or legal issues</li> <li>• raise issues requiring broader follow up</li> <li>• contain qualified legal opinion</li> <li>• lead to procedural changes.</li> </ul> <p><i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for complaints about an individual agency employee.</i></p>	PERMANENT Retain in State Archives
<b>02.17.03</b>	Records documenting complaints not described in 02.17.02. <i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for complaints about an individual agency employee.</i>	TEMPORARY Destroy 2 years after action completed
<b>02.18.00</b>	<b>Reporting (BUSINESS DEVELOPMENT)</b> The processes associated with initiating or providing a formal response to a situation or request. Includes statistical reporting.	
<b>02.18.01</b>	Reports documenting commercial activities provided to senior management.	TEMPORARY Destroy 4 years after action completed
<b>02.18.02</b>	Monthly reports on commercial activities provided to Program Managers.	TEMPORARY Destroy 1 year after action completed
<b>02.19.00</b>	<b>Tendering (BUSINESS DEVELOPMENT)</b> The activities involved in receiving and assessing tenders. <i>See 02.20.00 for the process of preparing and submitting tenders to an external organisation as an offer to provide services.</i> <i>See 02.06.00 for contracts relating to the delivery of services by outside parties.</i>	
<b>02.19.01</b>	Records documenting the development and issue of tender documents and the evaluation of tenders. These may include:	TEMPORARY Destroy 7 years after tender

	<ul style="list-style-type: none"> <li>• statements of requirements</li> <li>• requests for proposals</li> <li>• expression of interest</li> <li>• requests for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices.</li> </ul>	process completed
<b>02.19.02</b>	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after tender process completed
<b>02.19.03</b>	Tender registers.	TEMPORARY Destroy 7 years after last entry
<b>02.20.00</b>	<p><b>Tendering by IT (BUSINESS DEVELOPMENT)</b></p> <p>The process of preparing and submitting tenders, submissions or proposals to an external organisation as an offer to provide products or services. Includes the distribution of tender opportunities and the co-ordination of the tendering process including assistance with tender preparation.</p> <p><i>See 02.19.00 for the activities involved in receiving and assessing tenders.</i></p> <p><i>See 02.06.00 for contracts relating to the performance of work or the provision of services to an external organisation by the Institute of TAFE Tasmania.</i></p>	
<b>02.20.01</b>	Records documenting the preparation and submission of proposals and tender documents by the Institute of TAFE Tasmania.	TEMPORARY Destroy 7 years after action completed
<b>03.00.00</b>	<p><b>LEARNING RESOURCE MANAGEMENT</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• training packages</li> <li>• student resources</li> <li>• teacher resources</li> <li>• assessment guides</li> <li>• student logs</li> <li>• teaching plans</li> </ul>	

	<ul style="list-style-type: none"> <li>• implementation plans.</li> </ul> <p><i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for learning media services.</i></p>	
<b>03.01.00</b>	<p><b>Acquisition (LEARNING RESOURCE MANAGEMENT)</b></p> <p>The process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisition.</p> <p><i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for the acquisition of learning and business technologies.</i></p>	
<b>03.01.01</b>	<p>Records documenting the acquisition of learning resource materials including associated licensing arrangements.</p> <p><i>See 03.03.01 for licence agreements.</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after the date of purchase or expiry of the licence whichever is later</p>
<b>03.01.02</b>	<p>Master copies of curriculum and syllabi utilised prior to the introduction of training packages.</p>	<p>PERMANENT</p> <p>Retain in State Archives</p>
<b>03.02.00</b>	<p><b>Advice (LEARNING RESOURCE MANAGEMENT)</b></p> <p>The activities associated with offering opinions by or to the Institute of TAFE Tasmania.</p> <p><i>See 04.09.00 for requests for information about the Institute of TAFE Tasmania's training program by the general public or another organisation.</i></p> <p>DA No. 2157 Disposal Schedule for Records of Common Administrative Functions where the organisation is responding to the Government's request for advice or comments.</p> <p><i>See 07.05.00 for guidance or advice provided to individual students.</i></p>	
<b>03.02.01</b>	<p>Records documenting advice provided to outside organisations including other government agencies.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
<b>03.02.02</b>	<p>Records documenting advice provided to internal clients relating to learning resources.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• briefing notes.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 1 year after action completed</p>
<b>03.03.00</b>	<p><b>Agreements (LEARNING RESOURCE MANAGEMENT)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements and contracts.</p> <p><i>See 03.07.00 for agreements for the delivery of services by outside parties.</i></p> <p><i>See 03.11.00 for agreements relating to joint ventures.</i></p>	

	<i>See 03.06.00 for agreements relating to the provision of consultancy services by the Institute of TAFE Tasmania.</i>	
<b>03.03.01</b>	<p>Records documenting agreements and contracts including internal service agreements.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• correspondence.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after expiry or termination of agreement or contract</p>
<b>03.03.02</b>	Register of agreements and contracts.	<p>TEMPORARY</p> <p>Destroy 7 years after expiry or termination of last agreement or contract</p>
<b>03.04.00</b>	<p><b>Committees (LEARNING RESOURCE MANAGEMENT)</b></p> <p>The activities associated with the management of committees, teams, working groups and task forces. Includes advisory and working committees.</p> <p><i>See 03.15.01 for forums and the meetings of individuals and groups that are not considered committees or teams.</i></p>	
<b>03.04.01</b>	<p>Records of internal and external committees where the Institute of TAFE Tasmania has the administrative or secretariat role including program meetings and team meetings.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• appointment of members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports</li> <li>• submissions.</li> </ul>	<p>PERMANENT</p> <p>Retain in State Archives</p>
<b>03.04.02</b>	<p>Records of external committees where the Institute of TAFE Tasmania does not have the administrative or secretariat role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• appointment of members</li> <li>• minutes</li> <li>• agendas</li> <li>• reports</li> <li>• submissions.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 3 years after action completed or following next registration audit whichever is later</p>

<b>03.04.03</b>	Records documenting the administration of committees including notices of meetings and routine correspondence.	TEMPORARY Destroy after reference ceases
<b>03.05.00</b>	<p><b>Compliance (LEARNING RESOURCE MANAGEMENT)</b></p> <p>The activities associated with complying with mandatory or optional accountability, 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.</p> <p><i>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.</i></p> <p><i>See 03.10.00 for copyright compliance.</i></p>	
<b>03.05.01</b>	Records documenting agency compliance with mandatory or optional accountability requirements including the allocation of ISBN, ISSN and URL identifiers.	TEMPORARY Destroy 7 years after action completed
<b>03.06.00</b>	<p><b>Consultancy Services (LEARNING RESOURCE MANAGEMENT)</b></p> <p>The activities involved in the performance of work or the provision of services to an external organisation by the Institute of TAFE Tasmania.</p> <p><i>See 03.07.00 for the activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant.</i></p> <p><i>See 03.27.00 for the process of preparing and submitting tenders to an external organisation as an offer to provide services.</i></p>	
<b>03.06.01</b>	<p>Records documenting the provision of consultancy services to an external organisation.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreement</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence.</li> </ul>	TEMPORARY Destroy 7 years after completion or termination of agreements or contracts
<b>03.07.00</b>	<p><b>Contracting-out (LEARNING RESOURCE MANAGEMENT)</b></p> <p>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.</p> <p><i>See 03.06.00 for the provision of consultancy services to other organisations.</i></p>	

	<i>See 03.26.00 for the process of receiving and assessing tenders from potential external consultants for services prior to the contract agreement.</i>	
<b>03.07.01</b>	<p>Records documenting arrangements for, and the management of work, or the provision of services by external parties.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• contact notes</li> <li>• correspondence.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after completion or termination of agreements or contracts</p>
<b>03.07.02</b>	Records documenting negotiations with prospective service providers including offers of services, expressions of interest and receipt of promotional material.	<p>TEMPORARY</p> <p>Destroy 1 year after negotiations cease</p>
<b>03.08.00</b>	<p><b>Enquiries (LEARNING RESOURCE MANAGEMENT)</b></p> <p>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.</p>	
<b>03.08.01</b>	Records documenting requests for, and the provision of routine information relating to learning resource management.	<p>TEMPORARY</p> <p>Destroy after reference ceases</p>
<b>03.09.00</b>	<p><b>Evaluation (LEARNING RESOURCE MANAGEMENT)</b></p> <p>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.</p> <p><i>See 03.24.00 for the re-evaluation process (after implementation, use and monitoring).</i></p>	
<b>03.09.01</b>	<p>Records documenting the evaluation of learning and assessment materials including training packages, accredited courses, assessment resources and support materials.</p> <p><i>See 03.01.01 for the acquisition of learning and assessment materials.</i></p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>
<b>03.10.00</b>	<p><b>Intellectual Property (LEARNING RESOURCE MANAGEMENT)</b></p> <p>The activities involved in managing the Institute of TAFE Tasmania's intellectual property and its responsibilities relating to other people's intellectual property and moral rights for both published and unpublished works. Includes copyright, patents and trademarks, royalties, and matters of confidentiality such as trade secrets which are not available to the public under Freedom of Information (FOI) legislation.</p>	

<b>03.10.01</b>	Records documenting the establishment and management of the Institute of TAFE Tasmania's intellectual property including the registration of copyright.	PERMANENT Retain in State Archives
<b>03.10.02</b>	Applications to reproduce material held under the Institute of TAFE Tasmania copyright.	TEMPORARY Destroy 7 years after action completed
<b>03.10.03</b>	Applications made by the Institute of TAFE Tasmania to reproduce material held under copyright by another organisation or person.	TEMPORARY Destroy 7 years after action completed
<b>03.10.04</b>	Records documenting the administration of payments to copyright collecting societies.	TEMPORARY Destroy 7 years after action completed
<b>03.10.05</b>	Copyright declaration forms.	PERMANENT Retain in State Archives
<b>03.11.00</b>	<p><b>Joint Ventures (LEARNING RESOURCE MANAGEMENT)</b></p> <p>The activities involved in managing joint operations between departments, or with other organisations, where there is a contract or joint contribution of funds and/or time. Includes partnerships.</p> <p><i>See 03.12.01 for other collaborations.</i></p>	
<b>03.11.01</b>	<p>Records documenting arrangements for, and the management of joint ventures.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence.</li> </ul>	TEMPORARY Destroy 7 years after completion or termination of agreements or contracts
<b>03.12.00</b>	<p><b>Liaison (LEARNING RESOURCE MANAGEMENT)</b></p> <p>The activities associated with maintaining regular general contact between the Institute of TAFE Tasmania and professional organisations, 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.</p>	

	<i>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.</i>	
<b>03.12.01</b>	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
<b>03.13.00</b>	<b>Licensing (LEARNING RESOURCE MANAGEMENT)</b>  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.  <i>See 03.01.01 for licensing arrangements for learning resources acquired by the Institute of TAFE Tasmania.</i>  <i>See 04.16.02 for the licensing of technical systems required for the delivery of programs.</i>	
<b>03.13.01</b>	Records documenting the management of licences to use learning resources developed by the Institute of TAFE Tasmania.	TEMPORARY Destroy 7 years after action completed
<b>03.14.00</b>	<b>Marketing (LEARNING RESOURCE MANAGEMENT)</b>  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.	
<b>03.14.01</b>	Records documenting the marketing and promotion of learning resource materials developed by the Institute of TAFE Tasmania.	TEMPORARY Destroy 1 year after action completed
<b>03.15.00</b>	<b>Meetings (LEARNING RESOURCE MANAGEMENT)</b>  The activities associated with ad-hoc gatherings held to discuss issues and matters pertaining to the business of the Institute of TAFE Tasmania.	
<b>03.15.01</b>	Minutes, agendas and supporting documentation of meetings.  <i>See 03.04.00 for meetings of Committees, Programs or Teams.</i>	TEMPORARY Destroy 2 years after action completed
<b>03.16.00</b>	<b>Planning (LEARNING RESOURCE MANAGEMENT)</b>  The process of formulating ways in which objectives can be reached.	
<b>03.16.01</b>	Records documenting the development of plans relating to the Learning Resource Management function including final versions of plans.	TEMPORARY

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

	<ul style="list-style-type: none"> <li>• raise policy or legal issues</li> <li>• raise issues requiring broader follow-up</li> <li>• contain qualified legal opinion</li> <li>• lead to procedural changes.</li> </ul> <p><i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for complaints made by agency employees.</i></p>	Retain in State Archives
<b>03.20.03</b>	<p>Records documenting complaints not described in 03.20.02.</p> <p><i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for complaints made by agency employees.</i></p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<b>03.21.00</b>	<p><b>Reporting (LEARNING RESOURCE MANAGEMENT)</b></p> <p>The processes associated with initiating or providing a formal response to a situation or request. Includes statistical reporting.</p>	
<b>03.21.01</b>	<p>Records documenting the completion of surveys and questionnaires conducted by industry and national bodies.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<b>03.22.00</b>	<p><b>Research (LEARNING RESOURCE MANAGEMENT)</b></p> <p>The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of learning resource materials, projects, standards, guidelines etc., and the business activities of the organisation in general. Includes contributions by the Institute of TAFE Tasmania to research projects undertaken by other organisations and following up enquiries relating to organisational programs, projects, working papers, literature searches etc.</p> <p><i>See 03.09.01 for the process of determining the suitability of programs, items of equipment, systems products or services.</i></p> <p><i>See 03.24.01 for re-evaluating or re-examining products, processes, procedures, standards and systems.</i></p>	
<b>03.22.01</b>	<p>Results of surveys and questionnaires relating to learning resources conducted by the Institute of TAFE Tasmania.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>
<b>03.22.02</b>	<p>Records documenting the preparation and conduct of questionnaires and surveys relating to learning resources conducted by the Institute of TAFE Tasmania.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<b>03.23.00</b>	<p><b>Resources Development (LEARNING RESOURCE MANAGEMENT)</b></p> <p>The activities associated with the development of learning resources.</p> <p><i>See 03.01.01 for the acquisition of learning resources through purchase or requisition.</i></p>	

03.23.01	Records documenting the development of learning resources including the organisation's involvement in, or contribution, to the development of training packages.	TEMPORARY Destroy 2 years after course is superseded
03.23.02	Final training resources, including those: <ul style="list-style-type: none"> <li>• which were developed, or customised in-house,</li> <li>• training packages which the organisation has contributed to.</li> </ul>	PERMANENT Retain as State archives
03.24.00	<p><b>Reviewing (LEARNING RESOURCE MANAGEMENT)</b></p> <p>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.</p> <p><i>See 03.09.01 for the process of determining the suitability of programs, items of equipment, systems products or services.</i></p>	
03.24.01	Records documenting reviews relating to learning resources. <i>See 03.23.01 for the development of learning resources.</i>	TEMPORARY Destroy 5 years after action completed
03.25.00	<p><b>Risk Management (LEARNING RESOURCE MANAGEMENT)</b></p> <p>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.</p>	
03.25.01	Records documenting the identification of risks and the implementation of practices and procedures to reduce the risk.	TEMPORARY Destroy 7 years after action completed
03.26.00	<p><b>Tendering (LEARNING RESOURCE MANAGEMENT)</b></p> <p>The activities involved in receiving and assessing tenders.</p> <p><i>See 03.27.01 for the process of preparing and submitting tenders to an external organisation as an offer to provide services.</i></p> <p><i>See 03.07.00 for contracts relating to the delivery of services by outside parties.</i></p>	
03.26.01	Records documenting the development and issue of tender documents and the evaluation of tenders.  These may include: <ul style="list-style-type: none"> <li>• statements of requirements</li> <li>• requests for proposals</li> <li>• expressions of interest</li> <li>• requests for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices.</li> </ul>	TEMPORARY Destroy 7 years after tender process completed

03.26.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after tender process completed
03.26.03	Tender registers.	TEMPORARY Destroy 7 years after last entry
03.27.00	<p><b>Tendering by IT (LEARNING RESOURCE MANAGEMENT)</b></p> <p>The process of preparing and submitting tenders, submissions or proposals to an external organisation as an offer to provide products or services.</p> <p><i>See 03.26.00 for the activities involved in receiving and assessing tenders.</i></p> <p><i>See 03.06.00 for activities relating to the provision of consultancy services by the Institute of TAFE Tasmania.</i></p>	
03.27.01	Records documenting the preparation and submission of proposals and tender documents by the Institute of TAFE Tasmania.	TEMPORARY Destroy 7 years after action completed
03.28.00	<p><b>Version Control (LEARNING RESOURCE MANAGEMENT)</b></p> <p>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.</p>	
03.28.01	<p>Records documenting version control of learning resource materials.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• details contained in version control register</li> <li>• version control identification sheet</li> <li>• reports.</li> </ul>	TEMPORARY Destroy 5 years after last version change
03.28.02	Routine enquires relating to version control.	TEMPORARY Destroy 5 years after action completed
04.00.00	<p><b>PROGRAM DELIVERY</b></p> <p>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.</p> <p><b>See 06.00.00 for the recruitment of prospective students.</b></p>	

	<p><b>See</b> 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).</p> <p><b>See</b> Disposal Schedule for Training and Assessment Records of Government Registered Training Organisations (DA2135) for appeals against assessment decisions and appeals made by the Institute of TAFE Tasmania against registration decisions.</p>	
<b>04.01.00</b>	<p><b>Advice (PROGRAM DELIVERY)</b></p> <p>The activities associated with offering opinions by or to the Institute of TAFE Tasmania.</p> <p><i>See 04.09.01 for requests for information about the Institute of TAFE Tasmania's training program from the general public or another organisation.</i></p> <p><i>See 06.01.02 for the provision of advice to prospective clients relating to enrolment and orientation procedures, course information, fees and charges etc.</i></p> <p><i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions where the organisation is responding to Ministerial requests for advice or comments.</i></p> <p><i>See 07.05.00 for guidance advice provided to individual students.</i></p>	
<b>04.01.01</b>	Records documenting the receipt or provision of advice relating to Program Delivery.	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<b>04.02.00</b>	<p><b>Agreements (PROGRAM DELIVERY)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements and contracts. Includes partnership agreements for the delivery of training and/or assessment.</p> <p><i>See 04.07.00 for the agreements relating to the engagement and appointment of consultants for the delivery of services.</i></p>	
<b>04.02.01</b>	<p>Records documenting agreements and contracts, including internal service agreements.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• correspondence.</li> </ul> <p><i>See 04.02.03 for apprenticeship agreements.</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after expiry or termination of agreement or contract.</p>
<b>04.02.02</b>	Register of agreements or contracts.	<p>TEMPORARY</p> <p>Destroy 7 years after expiry or termination of last</p>

		agreement or contract.
<b>04.02.03</b>	Copies of apprenticeship agreements.	TEMPORARY Destroy after apprentice completes training
<b>04.03.00</b>	<b>Arrangements (PROGRAM DELIVERY)</b> 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.	
<b>04.03.01</b>	Records documenting approvals and arrangements for student excursions including the provision of transport. <i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for accidents or incidents arising from an excursion and vehicle bookings.</i> <i>See 07.13.02 for social and recreational activities arranged for international and aboriginal students.</i>	TEMPORARY Destroy 2 years after action completed
<b>04.03.02</b>	Records documenting administrative arrangements for training delivery. These may include: <ul style="list-style-type: none"> <li>• venue bookings</li> <li>• equipment bookings</li> <li>• timetabling</li> <li>• training notices</li> <li>• apprentice notices</li> <li>• notices to employees.</li> </ul> <i>See 04.23.01 for attendance reports provided to employees.</i>	TEMPORARY Destroy 2 years after action completed
<b>04.04.00</b>	<b>Attendance (PROGRAM DELIVERY)</b> The processes involved in monitoring the attendance of students in training programs.	
<b>04.04.01</b>	Records documenting daily attendance of students. These may include: <ul style="list-style-type: none"> <li>• roll books</li> <li>• attendance lists</li> <li>• attendance registers</li> <li>• absentee forms (international students)</li> <li>• copies of doctors certificates</li> <li>• correspondence.</li> </ul> <i>See 04.23.01 for attendance reports provided to employers.</i>	TEMPORARY Destroy 7 years after action completed

<p><b>04.05.00</b></p>	<p><b>Committees (PROGRAM DELIVERY)</b></p> <p>The activities associated with the management of committees, teams, working groups and task forces. Includes advisory and working committees and teams.</p> <p><i>See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for committees associated with training delivery and/or assessment of accredited training.</i></p> <p><i>See 04.17.00 for forums and the meetings of individuals and groups that are not considered committees or teams.</i></p>	
<p><b>04.05.01</b></p>	<p>Records of internal and external committees where the Institute of TAFE Tasmania has the administrative or secretariat role including program meetings and team meetings.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• appointment of members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports</li> <li>• submissions.</li> </ul>	<p>PERMANENT</p> <p>Retain as State archives</p>
<p><b>04.05.02</b></p>	<p>Records of external committees where the Institute of TAFE Tasmania does not have the administrative or secretariat role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• appointment of members</li> <li>• minutes</li> <li>• agendas</li> <li>• reports</li> <li>• submissions.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 3 years after action completed or following next registration audit whichever is later.</p>
<p><b>04.05.03</b></p>	<p>Records documenting the administration of committees including notices of meetings and routine correspondence.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<p><b>04.06.00</b></p>	<p><b>Compliance (PROGRAM DELIVERY)</b></p> <p>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.</p> <p><i>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.</i></p>	

	<i>See 04.13.00 for copyright compliance.</i>	
<b>04.06.01</b>	<p>Records documenting the qualifications and experience of all staff and persons working on behalf of the Institute of TAFE Tasmania as trainers or assessors.</p> <p><b>Note:</b> 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,</p>	TEMPORARY
<b>04.07.00</b>	<p><b>Contracting-out (PROGRAM DELIVERY)</b></p> <p>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.</p> <p><i>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.</i></p> <p><i>See 02.05.00 for the activities involved in the provision of consultancy services to other organisations.</i></p> <p><i>See 04.28.00 for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</i></p>	
<b>04.07.01</b>	<p>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.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• contracts</li> <li>• short-term contracts</li> <li>• agreements</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after expiry or termination of agreements or contracts</p>
<b>04.07.02</b>	<p>Records documenting negotiations with prospective service providers including offers of services, expressions of interest and receipt of promotional material.</p> <p><i>See 04.07.04 for applications from persons wishing to be placed on the Aboriginal Education Register.</i></p>	<p>TEMPORARY</p> <p>Destroy after reference ceases</p>
<b>04.07.03</b>	<p>Aboriginal Tutor Register recording details of available persons including personal details, academic achievements, areas of expertise, availability and delivery experience.</p>	<p>PERMANENT</p> <p>Retain in State Archives</p>

<b>04.07.04</b>	<p>Records documenting enquiries and applications from persons wishing to be placed on the Aboriginal Education Register.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• requests for applicants' kits</li> <li>• correspondence.</li> </ul>	<p>TEMPORARY</p> <p>Destroy after reference ceases</p>
<b>04.08.00</b>	<p><b>Customer Service (PROGRAM DELIVERY)</b></p> <p>The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.</p>	
<b>04.08.01</b>	<p>Results documenting the annual student satisfaction survey.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
<b>04.08.02</b>	<p>Records documenting the conduct of the annual student satisfaction surveys.</p>	<p>TEMPORARY</p> <p>Destroy after publication of results</p>
<b>04.08.03</b>	<p>Records documenting student feedback on training units and programs, delivery methods and competence of trainers.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• evaluation forms.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 3 years after action completed or following next registration audit whichever is later</p>
<b>04.09.00</b>	<p><b>Enquiries (PROGRAM DELIVERY)</b></p> <p>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.</p> <p><i>See 05.00.00 for Student Administration.</i></p> <p><i>See 06.00.00 for Student Recruitment.</i></p> <p><i>See 06.01.02 for the provision of advice to prospective clients relating to enrolment and orientation procedures, course information, fees and charges etc.</i></p> <p><i>See 07.00.00 for Student Support.</i></p>	
<b>04.09.01</b>	<p>Records of routine enquiries and requests for routine information relating to program delivery.</p>	<p>TEMPORARY</p> <p>Destroy after reference ceases</p>
<b>04.10.00</b>	<p><b>Evaluation (PROGRAM DELIVERY)</b></p> <p>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.</p>	

	<p>See 04.24.01 for the re-evaluation process (after implementation, use and monitoring).</p> <p>See 04.08.03 for student evaluations of training units and programs.</p>	
<b>04.10.01</b>	<p>Records documenting the evaluation of training services.</p> <p>See 03.09.01 for the evaluation of learning and assessment materials including training packages, accredited courses, assessment resources and support materials.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>
<b>04.11.00</b>	<p><b>Grievances (PROGRAM DELIVERY)</b></p> <p>The activities associated with the handling and resolution of student grievances. Includes handling complaints about the organisation or delivery of training programs.</p> <p>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for grievances made by employees of the Institute of TAFE Tasmania.</p> <p>See 05.00.00 for Student Administration.</p> <p>See 06.00.00 for Student Recruitment.</p> <p>See 07.00.00 for Student Support.</p>	
<b>04.11.01</b>	<p>Records documenting student grievances relating to program delivery.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• grievance forms</li> <li>• reports to senior management</li> <li>• interview notes</li> <li>• outcome reports.</li> </ul> <p>See 07.11.01 for student grievances not related to program delivery.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after last contact with the student, or when the student reaches 25 years of age, whichever is later</p>
<b>04.12.00</b>	<p><b>Industry Training Services (PROGRAM DELIVERY)</b></p> <p>The activities associated with liaising with individuals, employees and organisations involved in apprenticeships and traineeships related to the provision of training services to enterprise employees.</p>	
<b>04.12.01</b>	<p>Records relating the provision of training services for business clients.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• participants lists</li> <li>• costing sheets</li> <li>• requests for invoices</li> <li>• copies of result lists</li> <li>• correspondence.</li> </ul> <p>See 02.02.00 for contracts.</p> <p>See 02.03.01 for negotiations for the provision of training services.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after completion of training program or assessment</p>

	<i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for financial transactions.</i>	
<b>04.12.02</b>	<p>Records documenting contact with apprentice and trainee employers including visits to workplaces.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• employer profiles</li> <li>• change of status notices</li> <li>• completion advices</li> <li>• progression notices</li> <li>• workplace assessment forms</li> <li>• contact notes</li> <li>• correspondence.</li> </ul> <p><i>See 04.23.01 for apprentice and trainee reports provided to employers.</i></p>	<p>TEMPORARY</p> <p>Destroy after student completes training</p>
<b>04.12.03</b>	Records documenting the participation of students in national and industry competitions.	<p>TEMPORARY</p> <p>Destroy after reference ceases</p>
<b>04.13.00</b>	<p><b>Intellectual Property (PROGRAM DELIVERY)</b></p> <p>The activities involved in managing the Institute of TAFE Tasmania's intellectual property and its responsibilities relating to other people's intellectual property and moral rights for both published and unpublished works. Includes copyright, patents and trademarks, royalties and matters of confidentiality such as trade secrets which are not available to the public under Freedom of Information (FOI) legislation.</p>	
<b>04.13.01</b>	Copyright declaration forms.	<p>TEMPORARY</p> <p>Destroy 4 years after action completed</p>
<b>04.14.00</b>	<p><b>Joint Ventures (PROGRAM DELIVERY)</b></p> <p>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.</p> <p><i>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.</i></p>	
<b>04.14.01</b>	<p>Records documenting joint ventures and partnerships including the establishment, maintenance, and review of joint venture agreements and contracts.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after completion or termination of agreements or contracts</p>

	<ul style="list-style-type: none"> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence.</li> </ul>	
<b>04.15.00</b>	<p><b>Liaison (PROGRAM DELIVERY)</b></p> <p>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.</p> <p><i>See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for liaison with industry bodies, industry professionals and other organisations relating to training delivery and/or assessment of accredited training.</i></p>	
<b>04.15.01</b>	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.	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<b>04.16.00</b>	<p><b>Licensing (PROGRAM DELIVERY)</b></p> <p>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.</p> <p><i>See 03.01.01 for licensing arrangements associated with the acquisition and use of learning resources acquired by the Institute of TAFE Tasmania.</i></p> <p><i>See 05.00.00 Student Administration.</i></p> <p><i>See 06.00.00 Student Recruitment.</i></p> <p><i>See 07.00.00 Student Support.</i></p>	
<b>04.16.01</b>	<p>Records documenting licences and permits for food, beverage, accommodation and storage of dangerous goods in hospitality training facilities.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• correspondence</li> <li>• renewal applications.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after expiry of licence or permit</p>
<b>04.16.02</b>	Records documenting the acquisition and management of licences for the use of technical systems required for the delivery of programs.	TEMPORARY

	<p>These may include:</p> <ul style="list-style-type: none"> <li>• software programs</li> <li>• CAD programs</li> <li>• Building Code of Australia.</li> </ul>	<p>Destroy after expiry of the licence</p>
<b>04.17.00</b>	<p><b>Meetings (PROGRAM DELIVERY)</b></p> <p>The activities associated with ad-hoc gatherings held to discuss issues and matters pertaining to the business of the Institute of TAFE Tasmania.</p>	
<b>04.17.01</b>	<p>Minutes, agendas and supporting documentation of meetings.</p> <p><i>See 05.06.00 for meetings of committees, programs or teams.</i></p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<b>04.18.00</b>	<p><b>Performance Management (PROGRAM DELIVERY)</b></p> <p>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.</p>	
<b>04.18.01</b>	<p>Monthly performance management reports providing details of activity indicators and target hours.</p>	<p>TEMPORARY</p> <p>Destroy 1 year after action completed</p>
<b>04.18.02</b>	<p>Annual performance management reports.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>
<b>04.19.00</b>	<p><b>Planning (PROGRAM DELIVERY)</b></p> <p>The process of formulating ways in which objectives can be reached.</p>	
<b>04.19.01</b>	<p>Records documenting the development of plans relating to the Program Delivery function including forward-planning of potential training requirements.</p> <p><i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for strategic, corporate or business plans.</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after plan is superseded</p>
<b>04.19.02</b>	<p>Records documenting the planning of course schedules and structures.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<b>04.20.00</b>	<p><b>Policy (PROGRAM DELIVERY)</b></p> <p>The activities associated with developing and establishing decisions, directions and precedents which act as reference for future decision-making.</p>	

<b>04.20.01</b>	Records documenting policy decisions, illustrating the development of policy and establishing precedents. <i>See 04.21.02 for policy and procedures manual.</i>	PERMANENT Retain in State Archives
<b>04.21.00</b>	<b>Procedures (PROGRAM DELIVERY)</b> Standard methods of operating laid down according to formulated policy.	
<b>04.21.01</b>	Records documenting the development of procedures and guidelines.	TEMPORARY Destroy 5 years after action completed
<b>04.21.02</b>	Master copies of procedure manuals. Duplicate copies can be destroyed in accordance with DA No. 2158 Disposal Schedule for Short-term Value Records.	TEMPORARY Destroy 7 years after superseded
<b>04.22.00</b>	<b>Public Reaction (PROGRAM DELIVERY)</b> 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.	
<b>04.22.01</b>	Records documenting expressions of appreciation from members of the public, community organisations and industry.	TEMPORARY Destroy 2 years after action completed
<b>04.22.02</b>	Records documenting complaints which: <ul style="list-style-type: none"> <li>• create a precedent</li> <li>• raise policy or legal issues</li> <li>• raise issues requiring broader follow-up</li> <li>• contain qualified legal opinion</li> <li>• lead to procedural changes.</li> </ul>	PERMANENT Retain in State Archives
<b>04.22.03</b>	Records documenting complaints not described in 04.21.02.	TEMPORARY Destroy 2 years after action completed
<b>04.23.00</b>	<b>Reporting (PROGRAM DELIVERY)</b> The processes associated with initiating or providing a formal response to a situation or request. Includes reports provided to students and employers. Also includes statistical reporting.	
<b>04.23.01</b>	Apprentice and trainee reports provided to employers and new apprenticeship centres.	TEMPORARY Destroy after student completes training

<b>04.24.00</b>	<p><b>Reviewing (PROGRAM DELIVERY)</b></p> <p>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.</p> <p><i>See 04.10.01 for the process of determining the suitability of programs, items of equipment, systems products or services.</i></p> <p><i>See 04.08.00 for the student satisfaction survey and student feedback on training units and programs.</i></p>	
<b>04.24.01</b>	Records documenting reviews of program strategies.	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>
<b>04.25.00</b>	<p><b>Risk Management (PROGRAM DELIVERY)</b></p> <p>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.</p>	
<b>04.25.01</b>	Records documenting the development and documentation of procedures to identify and manage risks, including risks related to compliance with the standards for Registered Training Organisations (RTOs).	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
<b>04.26.00</b>	<p><b>Selection (PROGRAM DELIVERY)</b></p> <p>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.</p>	
<b>04.26.01</b>	Records documenting the selection process including notes of interviews with students.	<p>TEMPORARY</p> <p>Destroy 1 year after action completed</p>
<b>04.27.00</b>	<p><b>Student Assessment (PROGRAM DELIVERY)</b></p> <p>The process of making a judgement about the competence of a student, through a variety of methods based on the principles and rules of evidence, against endorsed workplace and industry standards and according to Training Package guidelines.</p> <p><i>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.</i></p>	
<b>04.27.01</b>	<p>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.</p>	
<b>04.27.02</b>	Records documenting the assessment of individuals for non-accredited training.	<p>TEMPORARY</p>

	<p>These may include:</p> <ul style="list-style-type: none"> <li>• assessment tools</li> <li>• assessment checklists</li> <li>• assessment reports</li> <li>• evidence submitted by clients</li> <li>• assessment reviews</li> <li>• client assessment records (student record books)</li> <li>• photographic evidence</li> <li>• video evidence</li> <li>• result sheets (EX1).</li> </ul> <p><i>See 04.27.03 for assessment results.</i></p>	<p>Destroy after completion of assessment or return to client</p>
<b>04.27.03</b>	<p>Records of assessment results of individuals.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• result details contained in Student Database</li> <li>• examination result cards</li> <li>• lists of qualifications</li> <li>• result details in student files (where these are the only record of results).</li> </ul> <p><i>See 05.05.00 for the issue of qualifications, certificates etc.</i></p>	<p>PERMANENT</p> <p>Retain in State Archives</p>
<b>04.27.04</b>	<p>Records documenting administrative arrangements for assessment.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• venue bookings</li> <li>• equipment bookings</li> <li>• timetabling</li> <li>• notices of assessment.</li> </ul>	<p>TEMPORARY</p> <p>Destroy after reference ceases</p>
<b>04.27.05</b>	<p>Master copies of State examination papers.</p>	<p>PERMANENT</p> <p>Retain in State Archives</p>
<b>04.27.06</b>	<p>Reports of examiners on State examination content including general and specific comments and recommendations.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<b>04.27.07</b>	<p>Recommendations from moderators to State and Institute examiners on content of draft examination papers.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after examination is held</p>
<b>04.27.08</b>	<p>Draft copy of Institute examination papers with suggested answers and marking plan.</p>	<p>TEMPORARY</p>

		Destroy 2 years after action completed
<b>04.27.09</b>	Approved Institute examination papers.	PERMANENT Retain in State Archives
<b>04.27.10</b>	Records documenting irregularities and queries about examination papers.	TEMPORARY Destroy 2 years after action completed
<b>04.28.00</b>	<p><b>Tendering (PROGRAM DELIVERY)</b></p> <p>The activities involved in receiving and assessing tenders.</p> <p><i>See 04.29.00 for the process of preparing and submitting tenders to an external organisation as an offer to provide services.</i></p> <p><i>See 04.07.00 for contracts relating to the delivery of services by outside parties.</i></p>	
<b>04.28.01</b>	<p>Records documenting the development and issue of tender documents and the evaluation of tenders.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• statements of requirements</li> <li>• requests for proposals</li> <li>• expressions of interest</li> <li>• requests for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices.</li> </ul>	TEMPORARY Destroy 7 years after tender process completed
<b>04.28.02</b>	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after tender process completed
<b>04.28.03</b>	Tender registers.	TEMPORARY Destroy 7 years after last entry
<b>04.29.00</b>	<p><b>Tendering by IT (PROGRAM DELIVERY)</b></p> <p>The process of preparing and submitting tenders, submissions or proposals to an external organisation as an offer to provide products or services.</p> <p><i>See 04.28.00 for the activities involved in receiving and assessing tenders.</i></p> <p><i>See 02.05.00 for consultancy services provided by the Institute of TAFE Tasmania.</i></p>	

04.29.01	Records documenting the preparation and submission of proposals and tender documents by the Institute of TAFE Tasmania.	TEMPORARY Destroy 7 years after action completed
04.29.02	Records documenting the preparation and submission of competitive bids for Commonwealth funding for training delivery.	TEMPORARY Destroy 7 years after action completed
04.30.00	<p><b>Training Delivery (PROGRAM DELIVERY)</b></p> <p>The processes involved in the delivery of training, including accredited courses and flexible delivery of non-accredited courses.</p>	
04.30.01	Records documenting vocational placements of students including union approvals.	TEMPORARY Destroy 3 years after action completed
04.30.02	<p>Records documenting training delivery.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• delivery and assessment strategies</li> <li>• training plans</li> <li>• session plans</li> <li>• lesson plans</li> <li>• training materials.</li> </ul> <p><b>See:</b> 04.27.00 for the assessment process.</p>	TEMPORARY Destroy 5 years after last use
05.00.00	<p><b>STUDENT ADMINISTRATION</b></p> <p>The function of managing the enrolment and participation of students, collection and refund of fees. Includes:</p> <ul style="list-style-type: none"> <li>• maintenance of student records</li> <li>• issuing of results including AQF qualifications and Statements of Attainments that meet the requirements of the Australian Quality Training Framework (AQTF) standards</li> <li>• administration of international student enrolments and visa conditions.</li> </ul>	
05.01.00	<p><b>Advice (STUDENT ADMINISTRATION)</b></p> <p>The activities associated with offering opinions by or to the Institute of TAFE Tasmania.</p> <p><i>See 04.09.01 for requests for information about the Institute of TAFE Tasmania's training program by the general public or another organisation.</i></p> <p><i>See 07.05.00 for guidance advice provided to individual students.</i></p> <p><i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions where the organisation is responding to the Governments request for advice or comments.</i></p>	

<b>05.01.01</b>	Records documenting the receipt or provision of advice relating to Student Administration. <i>See 06.01.02 for the provision of advice to prospective clients relating to enrolment and course information.</i>	TEMPORARY Destroy 2 years after action completed
<b>05.02.00</b>	<b>Agreements (STUDENT ADMINISTRATION)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements and contracts.	
<b>05.02.01</b>	Records documenting agreements and contracts including internal service agreements. These may include: <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• international student placement agreements</li> <li>• correspondence.</li> </ul>	TEMPORARY Destroy 7 years after expiry or termination of agreement or contract
<b>05.02.02</b>	Register of agreements and contracts.	TEMPORARY Destroy 7 years after expiry or termination of last agreement or contract
<b>05.03.00</b>	<b>Arrangements (STUDENT ADMINISTRATION)</b> 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.	
<b>05.03.01</b>	Records documenting arrangements for the use of facilities and the provision of supervisors for examinations conducted by external organisations.	TEMPORARY Destroy 2 years after action completed
<b>05.03.02</b>	Records documenting accommodation arrangements including homestay for international students. These may include: <ul style="list-style-type: none"> <li>• homestay application forms</li> <li>• records of conviction checks for hosts.</li> </ul>	TEMPORARY Destroy 2 years after superseded
<b>05.04.00</b>	<b>Ceremonies (STUDENT ADMINISTRATION)</b> The activities associated with arranging and managing a formal act performed for a special occasion.	

<b>05.04.01</b>	Master copies of graduation booklets and graduation lists.	PERMANENT Retain in State Archives
<b>05.04.02</b>	Records documenting the development and implementation of protocol for graduation ceremonies. <i>See 05.04.06 for the conduct of ceremonies.</i>	TEMPORARY Destroy 2 years after action completed
<b>05.04.03</b>	Records documenting details of awards and prizes presented to students.	PERMANENT Retain in State Archives
<b>05.04.04</b>	Graduation photos where persons and date of graduation are identified.	PERMANENT Retain in State Archives
<b>05.04.05</b>	Graduation photos not described in 05.04.04.	TEMPORARY Destroy after reference ceases
<b>05.04.06</b>	Records documenting the conduct of graduation ceremonies including venue and catering arrangements. These may include: <ul style="list-style-type: none"> <li>• invitations</li> <li>• guest lists</li> <li>• acceptances</li> <li>• correspondence</li> <li>• quotations.</li> </ul>	TEMPORARY Destroy 1 year after action completed
<b>05.05.00</b>	<b>Certification (STUDENT ADMINISTRATION)</b>  The activities associated with the recognition of achievement of units of competence or learning modules leading to partial or full completion of a qualification. Includes the recognition of participation in non-accredited training programs.  <i>See 04.27.00 for results of assessments.</i>	
<b>05.05.01</b>	Register of certificates and statements of attainment issued.	PERMANENT Retain in State Archives
<b>05.05.02</b>	Requests from program areas for the issue of certificates and statements of attainment records documenting the distribution and collection of certificates.	PERMANENT Retain in State Archives
<b>05.05.03</b>	Records documenting requests from students for the re-issue of certificates and statements of attainment. These may include: <ul style="list-style-type: none"> <li>• written requests</li> </ul>	PERMANENT Retain in State Archives

	<ul style="list-style-type: none"> <li>• statutory declarations.</li> </ul>	
<b>05.05.04</b>	Originals of certificates, diplomas etc that have not been collected.	<p>TEMPORARY</p> <p>Destroy 50 years after date of issue</p>
<b>05.05.05</b>	<p>Records documenting requests from students for statements of results, statement of completion for non-accredited courses and references. These may include:</p> <ul style="list-style-type: none"> <li>• requests for statement of results form</li> <li>• correspondence.</li> </ul>	<p>TEMPORARY</p> <p>Destroy after reference ceases</p>
<b>05.06.00</b>	<p><b>Committees (STUDENT ADMINISTRATION)</b></p> <p>The activities associated with the management of committees, teams working groups and task forces. Includes advisory and working committees and teams.</p> <p><i>See 05.10.01 for forums and the meetings of individuals and groups that are not considered committees or teams.</i></p>	
<b>05.06.01</b>	<p>Records of internal and external committees where the Institute of TAFE Tasmania has the administrative or secretariat role including program meetings and team meetings.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• appointment of members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports</li> <li>• submissions.</li> </ul>	<p>PERMANENT</p> <p>Retain in State Archives</p>
<b>05.06.02</b>	<p>Records of external committees where the Institute of TAFE Tasmania does not have the administrative or secretariat role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• appointment of members</li> <li>• minutes</li> <li>• agendas</li> <li>• reports</li> <li>• submissions.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 3 years after action completed or following next registration audit whichever is later</p>
<b>05.06.03</b>	Records documenting the administration of committees including notices of meetings and routine correspondence.	<p>TEMPORARY</p> <p>Destroy after reference ceases</p>
<b>05.07.00</b>	<p><b>Enrolment (STUDENT ADMINISTRATION)</b></p> <p>The processes of formally accepting students into training programs. Includes the entry and maintenance of students personal details and training program details in the student administration database. Also includes applications for enrolment, notices of acceptance and the payment of fees.</p>	

	<p><i>See 06.01.02 for the provision of general advice to students or prospective students relating to enrolment.</i></p> <p><i>See 04.26.01 for the process of selection.</i></p>	
<b>05.07.01</b>	<p>Student enrolment details maintained in student database including:</p> <ul style="list-style-type: none"> <li>• personal details</li> <li>• address details</li> <li>• sponsor payments</li> <li>• employer details</li> <li>• emergency contacts</li> <li>• language and cultural diversity information</li> <li>• employment status</li> <li>• schooling</li> <li>• disability information</li> <li>• previous qualifications</li> <li>• assistance requirements</li> <li>• study details</li> <li>• concession details</li> <li>• payment and refund details</li> <li>• withdrawal or cancellation details</li> <li>• details of courses and modules/units</li> <li>• enrolment dates</li> <li>• location of study.</li> </ul>	<p><b>PERMANENT</b></p> <p>Retain in State Archives</p>
<b>05.07.02</b>	<p>Records supporting the process of enrolment.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• enrolment forms</li> <li>• modules/unit tick sheets</li> <li>• concession details</li> <li>• proofs of concession</li> <li>• international student receipts</li> <li>• employer/sponsor authorisations</li> <li>• recognition of prior learning applications</li> <li>• correspondence</li> <li>• payment details</li> <li>• credit card authorisations</li> <li>• results.</li> </ul> <p><i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for records of financial transactions.</i></p>	<p><b>TEMPORARY</b></p> <p>Destroy 7 years after action completed</p>

	Duplicate copies held in program areas can be destroyed in accordance with the Disposal Schedule for Short-term Value Records (DA No. 2158).	
<b>05.07.03</b>	Records of requests made by students for changes to personal information contained in the student database.	TEMPORARY Destroy 2 years after action completed
<b>05.07.04</b>	Records documenting offers to students for placement in accredited courses and training programs including course information sheets.  <i>See 05.07.05. for short-term courses.</i>	TEMPORARY Destroy 3 years after action completed
<b>05.07.05</b>	Records documenting offers to students for placement in short term training courses.	TEMPORARY Destroy 1 year after action completed
<b>05.07.06</b>	Records documenting confirmation of a student's enrolment provided to Commonwealth agencies.  These may include: <ul style="list-style-type: none"> <li>• overseas student confirmations</li> <li>• Abstudy confirmations</li> <li>• confirmation provided to welfare agencies</li> </ul>	TEMPORARY Destroy after reference ceases
<b>05.07.07</b>	Records documenting details of international students not described in 05.07.01.  These may include: <ul style="list-style-type: none"> <li>• local address details</li> <li>• overseas family contact details</li> <li>• homestay family contact details</li> <li>• copies of student visas and passports</li> <li>• confirmations of private health cover</li> <li>• details of course changes</li> <li>• payment schedules.</li> </ul>	TEMPORARY Destroy 2 years after student completes training
<b>05.07.08</b>	Records documenting the determination of fees and charges for training and assessment.  <i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for financial transactions relating to the payment of fees.</i>	TEMPORARY Destroy 7 years after action completed
<b>05.08.00</b>	<p><b>Evaluation (STUDENT ADMINISTRATION)</b></p> <p>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.</p>	

<b>05.08.01</b>	Records documenting the evaluation of student administration services or systems.	TEMPORARY Destroy 5 years after action completed
<b>05.09.00</b>	<p><b>Liaison (STUDENT ADMINISTRATION)</b></p> <p>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.</p> <p><i>See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for liaison with industry bodies, industry professionals and other organisations relating to training delivery and/or assessment.</i></p>	
<b>05.09.01</b>	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
<b>05.10.00</b>	<p><b>Meetings (STUDENT ADMINISTRATION)</b></p> <p>The activities associated with ad-hoc gatherings held to discuss issues and matters pertaining to the business of the Institute of TAFE Tasmania.</p>	
<b>05.10.01</b>	Minutes, agendas and supporting documentation of meetings. <i>See 05.06.00 for meetings of Committees, Programs or Teams.</i>	TEMPORARY Destroy 2 years after action completed
<b>05.11.00</b>	<p><b>Planning (STUDENT ADMINISTRATION)</b></p> <p>The process of formulating ways in which objectives can be reached.</p>	
<b>05.11.01</b>	Records documenting the development of plans relating to the Student Administration function including final versions of plans. These may include: • quality improvement plans. <i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for strategic, corporate or business plans.</i>	TEMPORARY Destroy 7 years after plan is superseded
<b>05.12.00</b>	<p><b>Policy (STUDENT ADMINISTRATION)</b></p> <p>The activities associated with developing and establishing decisions, directions and precedents, which act as reference for future decision-making.</p>	
<b>05.12.01</b>	Records documenting policy decisions, illustrating the development of policy and establishing precedents. <i>See 05.13.02 for policy and procedure manual.</i>	PERMANENT

		Retain in State Archives
<b>05.13.00</b>	<b>Procedures (STUDENT ADMINISTRATION)</b> Standard methods of operating laid down according to formulated policy.	
<b>05.13.01</b>	Records documenting the development of procedures and guidelines.	TEMPORARY Destroy 5 years after action completed
<b>05.13.02</b>	Master copies of procedure manuals. Duplicate copies can be destroyed in accordance with the Disposal Schedule Short-term Value Records (DA No. 2158).	TEMPORARY Destroy 7 years after superseded
<b>05.14.00</b>	<b>Public Reaction (STUDENT ADMINISTRATION)</b> 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. <i>See 07.11.00 for complaints relating perceived discrimination, harassment or unfair treatment made by students.</i>	
<b>05.14.01</b>	Records documenting complaints which: <ul style="list-style-type: none"> <li>• create precedents</li> <li>• raise policy or legal issues</li> <li>• raise issues requiring broader follow-up</li> <li>• contain qualified legal opinions</li> <li>• lead to procedural changes.</li> </ul>	PERMANENT Retain in State Archives
<b>05.14.02</b>	Records documenting complaints not described in 05.14.01.	TEMPORARY Destroy 2 years after action completed
<b>05.15.00</b>	<b>Reporting (STUDENT ADMINISTRATION)</b> The processes associated with initiating or providing a formal response to a situation or request. Includes reports on the academic progress and attendance of international students. Includes statistical reporting.	
<b>05.15.01</b>	Agency copies of Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) reports.	TEMPORARY Destroy 5 years after action completed
<b>05.15.02</b>	Records documenting the completion of surveys and questionnaires conducted by industry and national bodies.	TEMPORARY Destroy 2 years after action completed

<b>06.00.00</b>	<p><b>STUDENT RECRUITMENT</b></p> <p>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.</p> <p><i>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.</i></p>	
<b>06.01.00</b>	<p><b>Advice (STUDENT RECRUITMENT)</b></p> <p>The activities associated with offering opinions by or to the Institute of TAFE Tasmania.</p> <p><i>See 05.01.01 for advice relating to enrolment including fees and charges.</i></p> <p><i>See 04.09.01 for requests for information about the Institute of TAFE Tasmania’s training program by the general public or another organisation.</i></p> <p><i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions where the organisation is responding to Ministerial requests for advice or comments.</i></p>	
<b>06.01.01</b>	<p>Records of the receipt or provision of advice relating to the Student Recruitment function.</p> <p><i>See 06.01.02 for advice provided to prospective students.</i></p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<b>06.01.02</b>	<p>Records documenting the provision or receipt of general advice to prospective students relating to:</p> <ul style="list-style-type: none"> <li>• enrolment and orientation procedures</li> <li>• course information</li> <li>• fees and charges</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• course guides</li> <li>• information brochures and leaflets</li> <li>• correspondence (hardcopy and email).</li> </ul>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<b>06.02.00</b>	<p><b>Agreements (STUDENT RECRUITMENT)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements and contracts.</p> <p><i>See 06.04.01 for agreements and contracts with outside persons for the delivery of services.</i></p>	
<b>06.02.01</b>	<p>Records documenting agreements and contracts including internal service agreements.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after expiry or termination of agreement or contract</p>

	<ul style="list-style-type: none"> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• correspondence.</li> </ul>	
<b>06.02.02</b>	Register of agreements and contracts.	<p>TEMPORARY</p> <p>Destroy 7 years after expiry or termination of last agreement or contract</p>
<b>06.03.00</b>	<p><b>Committees (STUDENT RECRUITMENT)</b></p> <p>The activities associated with the management of committees, teams, working groups and task forces. Includes advisory and working committees and teams</p> <p><i>See 06.09.01 for forums and the meetings of individuals and groups that are not considered committees or teams.</i></p>	
<b>06.03.01</b>	<p>Records of internal and external committees where the Institute of TAFE Tasmania has the administrative or secretariat role including program meetings and team meetings.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• appointment of members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports</li> <li>• submissions.</li> </ul>	<p>PERMANENT</p> <p>Retain in State Archives</p>
<b>06.03.02</b>	<p>Records of external committees where the Institute of TAFE Tasmania does not have the administrative or secretariat role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• appointment of members</li> <li>• minutes</li> <li>• agendas</li> <li>• reports</li> <li>• submissions.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 3 years after action completed or following next registration audit whichever is later</p>
<b>06.03.03</b>	Records documenting the administration of committees including notices of meetings and routine correspondence.	<p>TEMPORARY</p> <p>Destroy after reference ceases</p>
<b>06.04.00</b>	<p><b>Contracting-Out (STUDENT RECRUITMENT)</b></p> <p>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.</p>	

	<i>See 06.13.00 for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</i>	
<b>06.04.01</b>	<p>Records documenting arrangements for, and the management of work or the provision of services by external parties.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after expiry or termination of agreements or contracts</p>
<b>06.04.02</b>	Records documenting negotiations with prospective service providers including offers of services, expressions of interest and receipt of promotional material.	<p>TEMPORARY</p> <p>Destroy after reference ceases</p>
<b>06.05.00</b>	<p><b>Evaluation (STUDENT RECRUITMENT)</b></p> <p>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.</p>	
<b>06.05.01</b>	Records documenting the evaluation of student recruitment services or systems.	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>
<b>06.06.00</b>	<p><b>Exhibitions (STUDENT RECRUITMENT)</b></p> <p>The activities associated with displays at Careers Expos, AGFEST etc. for the purpose of informing, educating the public or promoting the services of the Institute of TAFE Tasmania.</p> <p><i>See 06.14.01 for visits to the Institute of TAFE Tasmania premises, and by staff to other locations in order to promote services and programs.</i></p>	
<b>06.06.01</b>	Records documenting the coordination of the Institute of TAFE Tasmania's participation in exhibitions including negotiations with organisers, floor plans, equipment and expenditure.	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
<b>06.06.02</b>	Records documenting individual delivery programs participation in exhibitions including the preparation of displays and staff participation.	<p>TEMPORARY</p> <p>Destroy after reference ceases</p>
<b>06.06.03</b>	Records documenting official openings of exhibitions.	<p>TEMPORARY</p>

	<p>These may include:</p> <ul style="list-style-type: none"> <li>• invitation lists</li> <li>• briefing notes</li> <li>• speech notes</li> <li>• running plans.</li> </ul>	<p>Destroy 5 years after action completed</p>
<b>06.07.00</b>	<p><b>Liaison (STUDENT RECRUITMENT)</b></p> <p>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.</p> <p><i>See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for liaison with industry bodies, industry professionals and other organisations relating to training delivery and/or assessment of accredited courses.</i></p>	
<b>06.07.01</b>	<p>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.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<b>06.08.00</b>	<p><b>Marketing (STUDENT RECRUITMENT)</b></p> <p>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.</p> <p><i>See 06.04.01 for the management of the advertising contracts.</i></p>	
<b>06.08.01</b>	<p>Records documenting the development of marketing and promotional material including progress notes, quotations etc.</p> <p><i>See 06.01.02 for leaflets, course guides etc.</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
<b>06.08.02</b>	<p>Records documenting the preparation, approval and placement of advertisements including advertising orders.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
<b>06.08.03</b>	<p>Records documenting market research conducted by the Institute of TAFE Tasmania.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>
<b>06.09.00</b>	<p><b>Meetings (STUDENT RECRUITMENT)</b></p> <p>The activities associated with ad-hoc gatherings held to discuss issues and matters pertaining to the business of the Institute of TAFE Tasmania.</p>	

<b>06.09.01</b>	Minutes, agendas and supporting documentation of meetings. <i>See 06.03.01 for meetings of Committees, Programs or Teams.</i>	<b>TEMPORARY</b> Destroy 2 years after action completed
<b>06.10.00</b>	<b>Planning (STUDENT RECRUITMENT)</b> The process of formulating ways in which objectives can be reached.	
<b>06.10.01</b>	Records documenting the development of plans relating to the Student Recruitment function including final versions of plans. These may include: <ul style="list-style-type: none"><li>• marketing plans.</li></ul> <i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for strategic, corporate or business plans.</i>	<b>TEMPORARY</b> Destroy 7 years after plan is superseded
<b>06.11.00</b>	<b>Policy (STUDENT RECRUITMENT)</b> The activities associated with developing and establishing decisions, directions and precedents that act as reference for future decision-making.	
<b>06.11.01</b>	Records documenting policy decisions, illustrating the development of policy and establishing precedents. <i>See 06.12.02 for policy and procedure manuals.</i>	<b>PERMANENT</b> Retain in State Archives
<b>06.12.00</b>	<b>Procedures (STUDENT RECRUITMENT)</b> Standard methods of operating laid down according to formulated policy.	
<b>06.12.01</b>	Records documenting the development of procedures and guidelines.	<b>TEMPORARY</b> Destroy 5 years after action completed
<b>06.12.02</b>	Master copies of procedure manuals. <i>See Disposal Schedule for Short Term Value Records (DA2183) for managing duplicate copies.</i>	<b>TEMPORARY</b> Destroy 7 years after superseded
<b>06.13.00</b>	<b>Tendering (STUDENT RECRUITMENT)</b> The activities involved in receiving and assessing tenders. <i>See 06.04.00 for contracts relating to the delivery of services by outside parties.</i>	
<b>06.13.01</b>	Records documenting the development and issue of tender documents and the evaluation of tenders. These may include: <ul style="list-style-type: none"><li>• statement of requirement</li><li>• requests for proposals</li><li>• expressions of interest</li><li>• requests for tender (RFT)</li></ul>	<b>TEMPORARY</b> Destroy 7 years after tender process completed

	<ul style="list-style-type: none"> <li>• draft contracts</li> <li>• reports</li> <li>• public notices.</li> </ul>	
<b>06.13.02</b>	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after tender process completed
<b>06.13.03</b>	Tender registers.	TEMPORARY Destroy 7 years after last entry
<b>06.14.00</b>	<p><b>Visits (STUDENT RECRUITMENT)</b></p> <p>The activities involved in arranging visits to the Institute of TAFE Tasmania by other organisations, the public and students and visits by staff to schools, colleges, universities, workplaces and communities.</p>	
<b>06.14.01</b>	Records documenting arrangements for visits by schools and industry representatives to the Institute of TAFE Tasmania facilities for promotion purposes.	TEMPORARY Destroy 2 years after action completed
<b>07.00.00</b>	<p><b>STUDENT SUPPORT</b></p> <p>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.</p>	
<b>07.01.00</b>	<p><b>Advice (STUDENT SUPPORT)</b></p> <p>The activities associated with offering opinions by or to the Institute of TAFE Tasmania.</p> <p><i>See 07.05.00 for guidance or advice provided to individual students.</i></p> <p><i>See 06.01.02 for advice relating to enrolment including fees and charges.</i></p> <p><i>See 04.09.01 for requests for information about the Institute of TAFE Tasmania's training program by the general public or another organisation.</i></p> <p><i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions where the organisation is responding to Ministerial requests for advice or comments.</i></p>	
<b>07.01.01</b>	Records documenting the receipt and provision of advice relating to the Student Support function.	TEMPORARY Destroy 2 years after action completed
<b>07.02.00</b>	<p><b>Agreements (STUDENT SUPPORT)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements and contracts.</p>	

<p><b>07.02.01</b></p>	<p>Records documenting agreements and contracts, including internal service agreements.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• correspondence.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after expiry or termination of agreement or contract</p>
<p><b>07.02.02</b></p>	<p>Register of agreements or contracts.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after expiry or termination of last agreement or contract</p>
<p><b>07.03.00</b></p>	<p><b>Arrangements (STUDENT SUPPORT)</b></p> <p>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.</p>	
<p><b>07.03.01</b></p>	<p>Records documenting arrangements and approvals for special excursions.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<p><b>07.03.02</b></p>	<p>Records documenting arrangements to meet international students on arrival, during and out of normal business hours, including approvals for vehicle use and hire.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<p><b>07.04.00</b></p>	<p><b>Committees (STUDENT SUPPORT)</b></p> <p>The activities associated with the management of committees, teams, working groups and task forces. Includes advisory and working committees.</p> <p><i>See 07.15.01 for forums and the meetings of individuals and groups that are not considered committee or teams.</i></p>	
<p><b>07.04.01</b></p>	<p>Records of internal and external committees where the Institute of TAFE Tasmania has the administrative or secretariat role including program meetings and team meetings.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• appointment of members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports</li> </ul>	<p>PERMANENT</p> <p>Retain in State Archives</p>

	<ul style="list-style-type: none"> <li>• submissions.</li> </ul>	
<b>07.04.02</b>	<p>Records of external committees where the Institute of TAFE Tasmania does not have the administrative or secretariat role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• appointment of members</li> <li>• minutes</li> <li>• agendas</li> <li>• reports</li> <li>• submissions.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 3 years after action completed or following next registration audit whichever is later</p>
<b>07.04.03</b>	<p>Records documenting the administration of committees including notices of meetings and routine correspondence.</p>	<p>TEMPORARY</p> <p>Destroy after reference ceases</p>
<b>07.05.00</b>	<p><b>Counselling (STUDENT SUPPORT)</b></p> <p>The activities associated with giving advice or guidance to a student for various reasons. Includes referrals to other community support agencies and the provision of information, advice, support and assistance relating to:</p> <ul style="list-style-type: none"> <li>• training programs</li> <li>• career guidance</li> <li>• allowances and government assistance</li> <li>• personal and health issues</li> <li>• access and equity</li> <li>• grievance procedures</li> <li>• assessment</li> <li>• harassment.</li> </ul> <p><i>See 07.11.01 for the handling and resolution of student grievances.</i></p> <p><i>See 07.10.01 for the provision of financial assistance to students.</i></p> <p><i>See 07.13.00 for the provision of learning support for students.</i></p>	
<b>07.05.01</b>	<p>Records documenting counselling and advice provided to individual students on sensitive matters. Includes advice relating to:</p> <ul style="list-style-type: none"> <li>• access and equity</li> <li>• discrimination</li> <li>• harassment</li> <li>• disabilities</li> <li>• grievance procedures</li> <li>• medical conditions</li> <li>• personal issues</li> <li>• assessment</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed or when the student reaches the 25 years of age, whichever is later</p>

	<p>Records may include:</p> <ul style="list-style-type: none"> <li>• file notes</li> <li>• diary notes.</li> </ul>	
<b>07.05.02</b>	<p>Records documenting advice provided to students on matters not included in 07.05.01.</p> <p>Includes advice relating to:</p> <ul style="list-style-type: none"> <li>• training programs</li> <li>• career guidance.</li> <li>• allowances and government assistance</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• file notes</li> <li>• diary notes.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<b>07.06.00</b>	<p><b>Discipline (STUDENT SUPPORT)</b></p> <p>The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries and punishment.</p>	
<b>07.06.01</b>	<p>Reports documenting disciplinary matters referred to student services.</p> <p><i>See 07.05.00 for advice and guidance provided to individual students.</i></p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<b>07.07.00</b>	<p><b>Employment Services (STUDENT SUPPORT)</b></p> <p>The activities involved in providing services to assist students seeking employment. Includes the development of relationships with potential employers and employment agencies.</p>	
<b>07.07.01</b>	<p>Records documenting assistance provided to students seeking employment including correspondence with job network providers and prospective employers.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>
<b>07.08.00</b>	<p><b>Enquiries (STUDENT SUPPORT)</b></p> <p>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.</p>	
<b>07.08.01</b>	<p>Records documenting routine enquiries and requests for routine information relating to student support.</p>	<p>TEMPORARY</p> <p>Destroy after reference ceases</p>
<b>07.09.00</b>	<p><b>Evaluation (STUDENT SUPPORT)</b></p> <p>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.</p> <p><i>See 07.20.01 for the re-evaluation process (after implementation, use and monitoring).</i></p>	

07.09.01	Records documenting the evaluation of business development services or systems.	TEMPORARY Destroy 5 years after action completed
07.10.00	<p><b>Financial Assistance (STUDENT SUPPORT)</b></p> <p>The activities associated with the provision of financial assistance to students including the assessment of need based on established criteria. Includes subsidies for childcare, book allowances, fee concessions and the provision of flexible methods to pay fees, and where appropriate the waiving of fees.</p> <p><i>See 07.05.00 for the provision of advice or guidance to individual students.</i></p> <p><i>See 07.02.01 for the processes associated with the establishment, maintenance, review and negotiation of agreements where fees are paid by instalments.</i></p>	
07.10.01	<p>Records documenting financial assistance provided to students.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• waiver forms</li> <li>• application forms</li> <li>• letters of allocation</li> <li>• correspondence.</li> </ul> <p><i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for records of financial transactions associated with the provision of financial assistance.</i></p>	TEMPORARY Destroy 7 years after action completed
07.11.00	<p><b>Grievances (STUDENT SUPPORT)</b></p> <p>The activities associated with the handling and resolution of student grievances. Includes handling complaints over perceived discrimination, harassment or unfair treatment irrespective of where the complaints arise.</p> <p><i>See 04.11.01 for complaints relating to the delivery of programs.</i></p> <p><i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for grievances made by employees of the Institute of TAFE Tasmania.</i></p>	
07.11.01	<p>Records documenting student grievances.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• grievance forms</li> <li>• supporting documentation</li> <li>• formal written complaints</li> <li>• reports to senior management</li> <li>• interview notes</li> <li>• outcome reports.</li> </ul>	TEMPORARY Destroy 7 years after last contact with the student, or when the student reaches 25 years of age, whichever is later

<b>07.12.00</b>	<b>Induction (STUDENT SUPPORT)</b> The process of providing orientation assistance to new students to facilitate their adjustment to the Institute of TAFE Tasmania environment. Includes international students.	
<b>07.12.01</b>	Records documenting the development and implementation of induction and orientation programs.	TEMPORARY Destroy 5 years after action completed
<b>07.12.02</b>	Master copies of student induction manuals.	TEMPORARY Destroy 7 years after superseded
<b>07.12.03</b>	Master copies of student diaries containing induction information.	TEMPORARY Destroy 1 year after superseded
<b>07.12.04</b>	Authority forms signed by students on commencement of study. These may include: <ul style="list-style-type: none"> <li>• Internet usage forms.</li> </ul>	TEMPORARY Destroy 7 years after action completed or when the student has reached 25 years of age, whichever is later
<b>07.13.00</b>	<b>Learning Support (STUDENT SUPPORT)</b> The activities involved in providing equipment, advocacy and assistance to students. Includes study skills training and individual learning support for at-risk students, students with special needs and international students. <i>See 07.05.00 for the provision of advice to individual students.</i> <i>See 05.07.00 for records relating to the enrolment of international students and maintenance of student details.</i>	
<b>07.13.01</b>	Records documenting support services provided to individual students including international students. These may include: <ul style="list-style-type: none"> <li>• file notes</li> <li>• student contact sheets.</li> </ul> <i>See 07.05.00 for counselling advice provided to students.</i>	TEMPORARY Destroy 2 years after last contact with student
<b>07.13.02</b>	Records documenting the organisation of social and recreational activities for students including international and aboriginal students. <i>See 04.03.01 for arrangements and authorisation for excursions.</i>	TEMPORARY Destroy 2 years after action completed

07.13.03	Final versions of brochures and leaflets that provide lifestyle information for international students.	TEMPORARY 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 policies, procedures, and support services.	TEMPORARY Destroy after superseded
07.14.00	<p><b>Liaison (STUDENT SUPPORT)</b></p> <p>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.</p> <p><i>See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for liaison with industry bodies, industry professionals and other organisations relating to training delivery and/or assessment of accredited courses.</i></p>	
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	<p><b>Meetings (STUDENT SUPPORT)</b></p> <p>The activities associated with ad-hoc gatherings held to discuss issues and matters pertaining to the business of the Institute of TAFE Tasmania.</p>	
07.15.01	Minutes, agendas and supporting documentation of meetings. <i>See 07.04.00 for meetings of Committees, Programs or Teams.</i>	TEMPORARY Destroy 2 years after action completed
07.16.00	<p><b>Planning (STUDENT SUPPORT)</b></p> <p>The process of formulating ways in which objectives can be reached.</p>	
07.16.01	Records documenting the development of plans relating to Student Support including final versions of plans. These may include: <ul style="list-style-type: none"> <li>• business improvement plans</li> <li>• disability action plans.</li> </ul> <p><i>See Disposal Schedule for Records of Common Administrative Functions (DA No. 2157) for strategic, corporate or business plans.</i></p>	TEMPORARY Destroy 7 years after plan is superseded
07.17.00	<p><b>Policy (STUDENT SUPPORT)</b></p> <p>The activities associated with developing and establishing decisions, directions and precedents that act as reference for future decision-making.</p>	

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