



RECORDS MANAGEMENT & VERSION CONTROL POLICY AND PROCEDURE

1. Policy Context

This policy establishes the framework for the creation, storage, management, security and control of organisational records and documents at Alice Springs College of Australia.

The policy supports compliance with:

- Standards for Registered Training Organisations (RTOs) 2025
- AVETMISS and student record obligations
- ESOS and National Code requirements (where applicable)
- Privacy and data protection legislation
- organisational governance and quality assurance requirements

Effective records management supports regulatory compliance, operational integrity and organisational accountability.

2. Purpose

Alice Springs College of Australia recognises that accurate, secure and accessible records are critical to demonstrating compliance, supporting decision-making and protecting student and organisational interests.

The purpose of this policy is to ensure that:

- organisational records are created and maintained appropriately
- student and academic records are accurate and secure
- documentation supports compliance and audit requirements
- version control is applied to organisational documents
- access to records is controlled and monitored
- records are retained and disposed of in accordance with requirements

3. Scope

This policy applies to all records created or maintained by ASCA, including:

- student records
- academic records and assessment documentation
- trainer and staff records
- policies, procedures and governance documents
- training and assessment materials
- compliance and operational records
- digital and physical documentation

It applies to staff, contractors and authorised personnel.

4. Policy Statement

ASCA is committed to maintaining accurate, secure and reliable records that support its operations, compliance obligations and educational delivery.

Records must be created, stored and managed in a manner that ensures:

- integrity and accuracy



- accessibility when required
- protection against unauthorised access or loss
- traceability and accountability
- compliance with regulatory obligations

Version control processes ensure that only current and authorised documents are used across the organisation.

5. Record Creation and Capture

Records are created as part of normal organisational operations and must reflect accurate information relating to students, staff, training delivery and compliance activities.

Records must be captured in approved systems and maintained in a format that supports retrieval, review and audit.

6. Student and Academic Records

ASCA maintains comprehensive student records documenting enrolment, participation, assessment outcomes and completion.

Assessment records must support the validity of outcomes and demonstrate evidence of competency decisions.

Academic records are protected and managed in accordance with regulatory requirements and privacy obligations.

7. Storage and Security

Records are stored securely in digital systems and physical locations designed to protect confidentiality, integrity and availability.

Security measures ensure protection against:

- unauthorised access
- loss or damage
- data breaches

Access to records is restricted to authorised personnel based on role and responsibility.

8. Privacy and Confidentiality

ASCA manages records in accordance with privacy legislation and organisational policies.

Personal and sensitive information is handled confidentially and disclosed only where authorised or required by law.

9. Access and Retrieval

Records must be accessible to authorised staff when required for operational, compliance or audit purposes.

Systems are designed to support efficient retrieval while maintaining security and confidentiality.

10. Version Control Framework

ASCA applies structured version control to organisational documents to ensure accuracy, consistency and accountability.

Version control ensures that:

- only current documents are used
- historical versions are retained for reference



- changes are authorised and documented
- document ownership is clearly defined

This applies to policies, procedures, training materials and assessment documentation.

11. Document Review and Approval

Organisational documents are reviewed periodically to ensure accuracy and relevance.

Changes to documents must be authorised by appropriate personnel and documented through version updates.

Updated documents are communicated to relevant staff to ensure consistent implementation.

12. Record Retention

Records are retained in accordance with regulatory requirements and organisational obligations.

Retention practices ensure that:

- student records remain available for verification
- compliance evidence is preserved
- organisational knowledge is maintained

13. Disposal of Records

Records are disposed of securely and responsibly when retention periods expire and disposal is authorised.

Disposal processes ensure protection of confidential information and compliance with privacy obligations.

14. Staff Responsibilities

Staff are responsible for creating accurate records, maintaining confidentiality and using current approved documents.

Staff must follow version control processes and avoid using outdated materials.

15. Governance and Compliance

Records management forms part of ASCA's governance framework and is monitored through internal review, compliance activities and quality assurance processes.

Management oversight ensures accountability and alignment with regulatory expectations.

16. Continuous Improvement

ASCA reviews records management practices to ensure effectiveness, security and compliance.

Feedback, audits and operational reviews inform improvements to systems and processes.

17. Publication

This policy is made available to staff and forms part of organisational governance and compliance documentation.

18. Review

This policy will be reviewed annually or following regulatory updates, audit outcomes or organisational changes affecting records management.



VERSION CONTROL			
Policy Name:	RECORDS MANAGEMENT & VERSION CONTROL POLICY AND PROCEDURE		
Policy Owner:	CEO/ Alice Springs College of Australia Pty Ltd		
Effective Date:	06/02/2026	Next Review Date:	06/02/2027
Version	Date	Description of Changes	Approved By
V1.0	30/01/2022	Initial document creation in accordance with applicable RTO compliance requirements	CEO
V1.1	06/02/2026	<ul style="list-style-type: none"> • Reviewed and updated to align with the RTO Standards 2025 (ASQA requirements) • Reformatted to meet ASCA documentation requirements • Updated official letterhead • Updated Northern Territory Campus Address 	CEO