



Records disposal schedule

Records Disposal Schedule Vocational Education and Training Services Charles Darwin University

Disposal Schedule No. 2018/9

October 2018

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Preamble

Introduction

The *Information Act* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so¹. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

- the current and future business needs of the organisation
- compliance with legal and governance requirements of the organisation
- the current and future needs of internal and external stakeholders, including the wider community.

Records disposal schedules provide continuing authorisation for the legal disposal of records and are authorised by the records service, archives service and chief executive officer / vice chancellor of the public sector organisation responsible for the schedule.

Records disposal schedules apply to records created and maintained in any format, including electronic records, records in business systems, and parts of records.

In the Northern Territory government there are two types of records disposal schedules:

- General records disposal schedules that apply to records common to most or all NT Government public sector organisations (http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records_disposal), and
- Functional records disposal schedules that apply to records specific to an NT Government public sector organisation or function.

Functional records disposal schedules should be used in conjunction with general records disposal schedules.

Structure of a Records Disposal Schedule

Records disposal schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class. Records disposal schedules specify

- a) whether a class of record has temporary or permanent status;
- b) the retention period for a temporary class of record;
- c) authorised disposal actions for a class of record.²

Each class of records created by an agency is described using classifications based on business analysis.

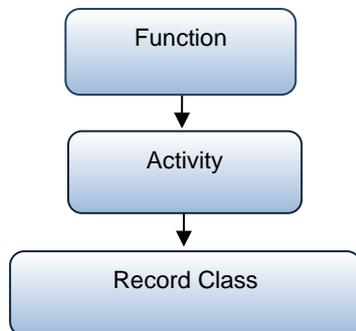
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

¹ S.145 *Information Act*

² S.136A(3) *Information Act*

Within the schedule, functions are documented as the highest level terms and business activities under the functions, followed by record classes, as shown in diagram 1.

Diagram 1



Function

The function or keyword is the highest level in the classification scheme in this disposal schedule. The function is indicated at the start of each section and a description (scope note) provided.

Activity

Activities are the processes or operations that make up the business function. This is the second level in the classification scheme in this disposal schedule. The description (scope note) provides details of the transactions that take place in relation to the activity, for example, REPORTING or POLICY.

Record Class

A record class is a group of records that relate to the same activity, function or subject and require the same disposal action. The descriptions can relate to one record (such as a register) or a group of records documenting a particular set of business transactions.

Status and Disposal Action

The appraisal status of a record class is assigned as either permanent or temporary.

Permanent Records: Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service for their preservation and eventual public access.

The retention period for permanent records is the maximum period before the records must be transferred to the NT Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act, unless exemption has been granted (see Archives Management Standards Transfer of Archives, and Exemption from Compulsory Transfer of Permanent Records to the NT Archives Service). An Application to Transfer Records form must be submitted to the NT Archives Service before records will be accepted for transfer.

Temporary records: The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction

should be done following consultation with relevant operational business employees responsible for the records.

Retention periods for temporary records in a records disposal schedule are minimum periods only and agencies may keep records for a longer period if considered necessary for business requirements.

Reasons for longer retention could include,

- administrative need or agency directives,
- legal requirements such as current or pending legal action,
- relevance to an investigation or inquiry which is in progress,
- is subject to an Information Access application, or
- subject to a disposal freeze.

Records created prior to 1 July 1978 must not be disposed of without the authorisation of the NT Archives Service in accordance with Archives Management Standard Records Created Prior to 1978, unless specified in a schedule.

Sentence records with this records disposal schedule using the following five steps:

1. Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
2. Identify the disposal class.
3. From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, alternately, identify that the record is to be retained permanently as archives.
4. If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
5. If the trigger event has not occurred (e.g. the record is still in active use), set a review date for the future.

About this Records Disposal Schedule

Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of Vocational Education and Training Services function of the Charles Darwin University.

Scope

Application of this Records Disposal Schedule is mandatory for Vocational Education and Training Services records of the Charles Darwin University. This Records Disposal Schedule applies to Charles Darwin University records in all formats.

Responsibility

The Vice Chancellor of the Charles Darwin University is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

This Records Disposal Schedule is authorised in accordance with S. 136B of the *Information Act*.

Disposal Schedule No. 2018/9 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of Digital Policy (The Records Service), and the Vice Chancellor of the Charles Darwin University on 18 October and is effective immediately.

Regulatory Framework

The regulatory basis for this Records Disposal Schedule is defined in:

- *Charles Darwin University Act*
- *Education and Care Services (National Uniform Legislation) Act*
- *National Vocational Education and Training Regulator Act*
- *Training and Skills Development Act*
- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489-Records Management

Related Documents

This Records Disposal Schedule is to be read in conjunction with:

- NT Government Records Management Standard – Records Disposal
- policies and procedures of the Charles Darwin University
- current authorised disposal schedules for Charles Darwin University

Normal Administrative Practice

Public sector organisations are permitted to dispose of some short term or ephemeral documents under the authority of the Disposal Schedule for Short Term Value Records. These include:

- duplicate (eg information or reference copy)
- obviously unimportant (e.g. telephone message slips)
- of short term facilitative value (e.g. compliment slips)
- a combination of these

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed.

Records that have been captured into a recordkeeping system should be destroyed using the Disposal Schedule for Short Term Value Records unless the class of records has been identified in a specific disposal schedule.

Notification of Destruction

Provide formal notification of destruction of all records to the NT Records Service.

Note: In the case of the Disposal Schedule for Records of Short Term Value (Disposal Schedule No. 2003/10), notification is only required for the destruction of records described in Disposal Class No. 1.10.1.

Acknowledgement

The NT Archives Service and the NT Records Service acknowledge that material produced by National Archives of Australia, State Records Authority of New South Wales, State Records of South Australia, Public Records Office of Victoria, Territory Records Office and Standards Australia was used in the development of this schedule.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission of the NT Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, NT Archives Service. The terms in the business classification scheme are based on the Keyword AAA: A Thesaurus of General Terms (Government of New South Wales, 1998), and are produced under a licence agreement between the NT Archives Service and the State Records Authority of New South Wales.

Compliance Checklist

<input type="checkbox"/>	Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records	<input type="checkbox"/>	Stop applying sentences from previous schedules that have been revoked or amended
<input type="checkbox"/>	Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Archives Service and NT Records Service	<input type="checkbox"/>	Retain all records in good order and condition to be available for retrieval during the retention period.
		<input type="checkbox"/>	Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
<input type="checkbox"/>	Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records	<input type="checkbox"/>	Implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form, migration to new systems, and conversion to long term medium
<input type="checkbox"/>	Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records	<input type="checkbox"/>	Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
<input type="checkbox"/>	Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule	<input type="checkbox"/>	Transfer records of permanent value to the NT Archives Service for retention as archives not later than 30 years after creation
<input type="checkbox"/>	Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format	<input type="checkbox"/>	Inactive records can be transferred to offsite service providers providing they have been sentenced
<input type="checkbox"/>	Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system	<input type="checkbox"/>	Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
<input type="checkbox"/>	Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record	<input type="checkbox"/>	Notify the NT Records Service of destruction of all records
<input type="checkbox"/>	Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly	<input type="checkbox"/>	Do not destroy records that are not described in an authorised records disposal schedule.
<input type="checkbox"/>	Identify records that require re-sentencing where a previous disposal schedule has been superseded	<input type="checkbox"/>	Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

Disposal Schedule

1. Vocational Education and Training Services

The function of managing vocational education and training services within the Charles Darwin University, including developing, delivery and evaluation of training courses. Includes compliance activities as a registered training organisation and reporting activities to relevant government departments.

1.1 Accreditation

The activities associated with gaining recognition for an educational institution to deliver courses in compliance with relevant standards and quality.

Class No.	Description of Records	Status and Disposal Action
1.1.1	<p>Records documenting the University's registration as an approved Registered Training Organisation (RTO) with the Australian Skills Quality Authority (ASQA) standards for RTOs in relation to vocational education and training services.</p> <p>Includes application for registration, supporting documentation and related correspondence.</p> <p>May include applications to renew registrations.</p>	<p>Temporary</p> <p>Destroy 15 years after registration expires</p>

1. Vocational Education and Training Services

The function of managing vocational education and training services within the Charles Darwin University, including developing, delivery and evaluation of training courses. Includes compliance activities as a registered training organisation and reporting activities to relevant government departments.

1.2 Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting routine advice provided to future and current students in relation to vocational education and training services.	Temporary Destroy 3 years after action completed

1. Vocational Education and Training Services

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1.3 Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements and/or exchange of letters between parties, as well as informal agreements.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting the establishment, negotiation, maintenance and review of significant agreements with other organisations in relation to vocational education and training services.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.2	Records documenting the establishment, negotiation, maintenance and review of routine agreements, including memoranda of understanding in relation to vocational education and training services, such as third-party agreements with other registered training organisations.	Temporary Destroy 7 years after expiry or termination of agreement

1. Vocational Education and Training Services

The function of managing vocational education and training services within the Charles Darwin University, including developing, delivery and evaluation of training courses. Includes compliance activities as a registered training organisation and reporting activities to relevant government departments.

1.4 Appeals

The activities involved in the process of appeals against decisions by application to a higher authority.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting appeals lodged by students against an assessment in relation to vocational education and training services. Includes copies of marking guides, criteria, training record book, workplace evidence observation checklists, students completed assessments and other related correspondence.	Temporary Destroy 3 years after action completed

1. Vocational Education and Training Services

The function of managing vocational education and training services within the Charles Darwin University, including developing, delivery and evaluation of training courses. Includes compliance activities as a registered training organisation and reporting activities to relevant government departments.

1.5 Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Class No.	Description of Records	Status and Disposal Action
1.5.1	<p>Records documenting the planning and conduct of internal audits in relation to vocational education and training services.</p> <p>Includes audit reports, copies of attendance rolls, training record books, industry consultation notes, assessment and training policies, assessment tools, recognition of prior learning assessment records, finance records, complaint records, recommendations and other related correspondence.</p>	<p>Temporary</p> <p>Destroy 7 years after audit completed</p>

1. Vocational Education and Training Services

The function of managing vocational education and training services within the Charles Darwin University, including developing, delivery and evaluation of training courses. Includes compliance activities as a registered training organisation and reporting activities to relevant government departments.

1.6 Committees

The activities associated with the management of committees, sub committees, councils, forums, working groups, boards and task forces (internal and external, private, community, local, state, national, international, etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records documenting committees in relation to vocational education and training services. Includes agendas, minutes and discussion papers.	Temporary Destroy 5 years after action completed

1. Vocational Education and Training Services

The function of managing vocational education and training services within the Charles Darwin University, including developing, delivery and evaluation of training courses. Includes compliance activities as a registered training organisation and reporting activities to relevant government departments.

1.7 Compliance

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards.

Class No.	Description of Records	Status and Disposal Action
1.7.1	<p>Records documenting the monitoring of registered training organisations, including compliance audits by the national regulator body.</p> <p>Includes notifications of audits, self-assessments, data reports, copies of training and assessment plans, copies of policies and procedures, copies of financial records, copies of trainer and assessor qualifications, copies of course modules, recommendations, responses, action plans and related correspondence.</p> <p>Also includes documents in relation to industry consultation, such as minutes of meetings, workplace visit reports, conference proceedings, workshop notes and file notes.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>

1. Vocational Education and Training Services

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1.8 Control

The activities associated with creating, maintaining and evaluating control mechanisms.

Class No.	Description of Records	Status and Disposal Action
1.8.1	<p>Register of VET students.</p> <p>Includes:</p> <ul style="list-style-type: none"> - Persons name - Persons contact details - Persons age - Course they are enrolled in - Results - Overall assessments - Withdrawals - Certificates - Unique Student Identifier (USI) 	<p>Permanent</p> <p>Retain in organisation (manage and migrate data to new platform during system upgrades)</p>
1.8.2	<p>Attendance rolls.</p> <p>Includes:</p> <ul style="list-style-type: none"> - students name - units of competency - student identifier - dates of attendance - signature of lecturer 	<p>Temporary</p> <p>Destroy 45 years after last entry</p>

1. Vocational Education and Training Services

The function of managing vocational education and training services within the Charles Darwin University, including developing, delivery and evaluation of training courses. Includes compliance activities as a registered training organisation and reporting activities to relevant government departments.

1.9 Course Delivery

The activities associated with delivery of a course or training/assessment program. It includes all the administrative processes required to ensure that participants, trainers and assessors are in attendance: all learning and assessment activities undertaken by participants; and all monitoring, assessment and evaluation carried out by staff for the particular occasion. Also includes the delivery of presentations for current awareness updates.

Use COURSE DOCUMENTATION - [Course Name] for the curricula, lesson plans or assessment items used in a particular delivery and add them to a cumulative file if they have changed since the previous delivery.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Course reports including results of course evaluations and feedback in relation to vocational education and training services by course participants.</p> <p>Includes action plans, lesson plans, attendance sheets, and related administrative arrangements.</p>	<p>Temporary</p> <p>Destroy 3 years after action completed</p>
1.9.2	<p>Audio and audio-visual recordings of lectures, tutorials, seminars, workshops, clinics and clinics in relation to vocational education and training services.</p>	<p>Temporary</p> <p>Destroy 6 months after action completed</p>

1. Vocational Education and Training Services

The function of managing vocational education and training services within the Charles Darwin University, including developing, delivery and evaluation of training courses. Includes compliance activities as a registered training organisation and reporting activities to relevant government departments.

1.10 Course Development

The activities associated with the specification of desired training outcomes in the form of curricula or competency units and the development of delivery sequence instructions, lesson plans, assessment instructions and assessment instruments to implement training and assessment for curricula or training package qualifications.

Use COURSE DOCUMENTATION - [Course Name] for the curricula, lesson plans or assessment items used in a particular delivery and add them to a cumulative file if they have changed since the previous delivery.

Class No.	Description of Records	Status and Disposal Action
1.10.1	<p>Records documenting the establishment of the need for, approval of, and the agreement to develop (or significantly redevelop), a course in relation to vocational education and training services.</p> <p>Includes strategies with regards to industry technology and techniques, legislation, policies and validations and approval to conduct the course from the national regulator body.</p>	<p>Temporary</p> <p>Destroy 7 years after course accreditation has expired</p>
1.10.2	<p>Records documenting the development of course content, delivery plans, handouts, assessment results checklists, learning guidelines and lesson plans, human resources and other related documents.</p> <p>Includes files notes, surveys, legal advice, consultation notes from other business units and industry suppliers and related correspondence.</p>	<p>Temporary</p> <p>Destroy 3 years after action completed</p>

1. Vocational Education and Training Services

The function of managing vocational education and training services within the Charles Darwin University, including developing, delivery and evaluation of training courses. Includes compliance activities as a registered training organisation and reporting activities to relevant government departments.

1.11 Course Documentation

The activities associated with delivery of a course or training/assessment program. It includes all the administrative processes required to ensure that participants, trainers and assessors are in attendance: all learning and assessment activities undertaken by participants; and all monitoring, assessment and evaluation carried out by staff for the particular occasion. Also includes the delivery of presentations for current awareness updates.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Master set of material and resources developed for training course delivery in relation to vocational education and training services that are unique to the Northern Territory.</p> <p>Includes programs, trainer notes, hand-outs, training material, assessment tools and procedures, presentations, scripts, templates and other supporting documents.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.11.2	<p>Master set of material and resources developed for training course delivery in relation to vocational education and training services that have been recognised at a national level.</p> <p>Includes programs, trainer notes, hand-outs, training material, assessment tools and procedures, presentations, scripts, templates and other supporting documents.</p>	<p>Permanent</p> <p>Retain in organisation</p>

1. Vocational Education and Training Services

The function of managing vocational education and training services within the Charles Darwin University, including developing, delivery and evaluation of training courses. Includes compliance activities as a registered training organisation and reporting activities to relevant government departments.

1.12 Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Records documenting requests for and the handling of enquiries regarding routine information in relation to vocational education and training services. Includes written responses.	Temporary Destroy 3 years after action completed

1. Vocational Education and Training Services

The function of managing vocational education and training services within the Charles Darwin University, including developing, delivery and evaluation of training courses. Includes compliance activities as a registered training organisation and reporting activities to relevant government departments.

1.13 Grant Funding

The activities associated with the application for and receipt of grants.

Class No.	Description of Records	Status and Disposal Action
1.13.1	Records documenting approved funding agreements between the Northern Territory Government and Registered Training organisations for funding the delivery of training programs and other related activities. Includes funding agreement, variations, performance reports, remittance advices, acquittals and other related correspondence.	Temporary Destroy 7 years after grant acquitted
1.13.2	Records documenting unsuccessful applications to the NT Government for grant funding of the delivery of training programs and other related activities. Includes applications and written notifications.	Temporary Destroy 2 years after action completed

1. Vocational Education and Training Services

The function of managing vocational education and training services within the Charles Darwin University, including developing, delivery and evaluation of training courses. Includes compliance activities as a registered training organisation and reporting activities to relevant government departments.

1.14 Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Class No.	Description of Records	Status and Disposal Action
1.14.1	Master set of standard operating procedures in relation to vocational education and training services.	Permanent Retain in organisation
1.14.2	Records documenting the development and review of high level procedures and guidelines in relation to vocational education and training services. Includes draft versions, consultation notes and related correspondence.	Temporary Destroy 3 years after action completed

1. Vocational Education and Training Services

The function of managing vocational education and training services within the Charles Darwin University, including developing, delivery and evaluation of training courses. Includes compliance activities as a registered training organisation and reporting activities to relevant government departments.

1.15 Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of an examination or investigation.

Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.		Status and Disposal Action
1.15.1	<p>Records documenting regulatory reports in relation to vocational education and training services.</p> <p>Includes</p> <ul style="list-style-type: none"> - VETMISS reporting – Compliant data reports to national regulator body (ASQA) on request - Quality Indicator Reporting to ASQA - Competency Completion reports uploaded to the NCVET site - Northern Territory Government Regulator 	<p>Temporary</p> <p>Destroy 15 years after action completed</p>
1.15.2	<p>Records documenting routine reports on operational matters in relation to vocational education and training services.</p>	<p>Temporary</p> <p>Destroy 5 years after action completed</p>

1. Vocational Education and Training Services

The function of managing vocational education and training services within the Charles Darwin University, including developing, delivery and evaluation of training courses. Includes compliance activities as a registered training organisation and reporting activities to relevant government departments.

1.16 Student Assessment History

The activities involved in documenting and preserving student training and assessment histories.

Class No.	Description of Records	Status and Disposal Action
1.16.1	<p>Records documenting students training history in relation to vocational education and training services, including student results, qualifications and statements of attainment.</p> <p>Includes front cover assessment sheets with results, major projects, assessor sheets, third party reports, attendance sheets, workplace observations, student handbook sign offs, copies of signed certificates, applications to attend training, enrolment forms, performance appraisals, recognised prior learning sign off sheets and related correspondence between the student and the lecturer.</p> <p>May include course withdrawals.</p>	<p>Temporary</p> <p>Destroy 30 years after completion of the course or after student has withdrawn from the course</p> <p>or</p> <p>Destroy 45 years after completion of the course if the student was under 18 years of age at the time of commencement of the course</p>
1.16.2	<p>Records documenting the management of students' apprenticeships / traineeships with their employer, including Australian Apprenticeships NT and other group training organisations.</p> <p>Includes application forms, third party authorisation forms, authorities to release information, employer endorsement forms, call up letters to students for block release, agent forms with group training organisations and other related correspondence.</p> <p>May include exemptions from VET tuition fees.</p>	<p>Temporary</p> <p>Destroy 7 years after completion of the course or after student has withdrawn from the course</p> <p>or</p> <p>Destroy 45 years after completion of the course if the student was under 18 years of age at the time of commencement of the course</p>

1. Vocational Education and Training Services

The function of managing vocational education and training services within the Charles Darwin University, including developing, delivery and evaluation of training courses. Includes compliance activities as a registered training organisation and reporting activities to relevant government departments.

1.16 Student Assessment History

The activities involved in documenting and preserving student training and assessment histories.

Class No.	Description of Records	Status and Disposal Action
1.16.3	Student's completed assessment items, such as student workbooks.	Temporary Destroy 6 months after the date on which the judgement of competence for the student was made