

## **POLICY TITLE: Student Access to Records**

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### **Purpose**

To ensure that all staff are aware of the rights and limitations of access to personal and academic records by students.

### **Policy**

Any student may access his or her records at any time following written application.

### **Procedures**

Any student wishing to read his or her records may request this in writing to the Director Communications & Students. The Director Communications & Students will make an appointment with the student within 5 working days of receipt of the written application.

In the case of Higher Education courses of study, students who complete one or more units of study that does not lead to an award are able access an authorised record of results of the units undertaken.

At the appointed time the student shall be identified by the Director Communications & Students and if necessary, the student may be asked for proof of identity. Once positively identified, the student will be allowed access to his/her records.

Strict supervision will be maintained at all times to ensure that

- only the student's records are accessed and that no other records are accessed
- nothing is removed from the records
- nothing is added or inserted into the records
- no records are altered or amended in any way
- no copy is made of any details in the records
- no record is destroyed or mistreated in any way

Once the student has perused the records, the student will be escorted from the Director Communications & Students' office and the student file will be returned to the locked filing cabinet.

Access to Student Records/Files must be entered on the Student File Checkout Log.

Files must be checked out and checked in with:

Student Name  
Student Number  
Staff Name  
Date Taken  
Date Returned

## Definitions

Nil

## Related Documentation

### Policies

Records Management  
Student Records Management  
Backup of Student Records  
Security of Information  
Archive of Student Records/Files  
Student Review Procedures for Re-crediting a Fee Help Balance  
Refund Policy for Eligible Students enrolled in Fee Help Enabled Courses

### Procedures, Forms & Documents

Student File Checkout Log

### Publishing Details

**Policy number:** HED\_VET\_ST011\_v3

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Julie Moss - Managing Director

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