

## Records Management Policy

<b>Category:</b>	<i>Company Wide</i>	<b>Approval Date:</b>	<i>June 2023</i>
<b>Last Reviewed:</b>	<i>New Policy</i>	<b>Next Review</b>	<i>May 2026</i>

Authorised by: Chief Executive

This Policy is applicable to (hereinafter referred to as “the Organisation”):  
(Achievement NZ Ltd, Activate Education Group Ltd, ACT Safety Ltd, Enform NZ Ltd, Instant Education Solutions Ltd, and Vision College Ltd.)

### Purpose

The purpose of this policy is to ensure that full and accurate records of the Organisation’s business activities are created, stored, maintained and legally disposed of in accordance with best business practice and legislative requirements.

### Scope

This policy applies to:

- a) all the staff members, including part time and contracting staff
- b) all records created and received by the Organisation in the conduct of its business activities.

### Policy Statement

The Organisation is committed to establishing and maintaining record keeping practices that meet its business needs, statutory requirements and stakeholder expectations. To support this commitment, the Organisation will meet its obligations under the Public Records Act 2005 and all relevant legislation, and will put in place the required procedures, resources and training.

### Guidelines and Expectations

1. The Organisation will create, store and maintain full and accurate records of all business activities and decisions, in accordance with prudent business practices and legislative requirements
2. Where applicable, the Organisation’s enrolment and academic records will be kept in accordance with the PTE Enrolment and Academic Records Rules 2022: <https://www2.nzqa.govt.nz/about-us/rules-fees-policies/nzqa-rules/pte-enrolment-and-academic-records-rules/>
3. Records will be kept on the Organisation’s electronic data storage system in a manner that ensures that they are readily available, accurate and complete, and for as long as they are required
4. Records of a confidential nature will be protected from unauthorised disclosure. The CEO or their nominee will decide on the confidentiality nature and the disclosure of such information
5. A back-up copy for all records will be kept in a manner that is accessible in the event of closure of the Organisation, natural disaster, or emergency, and for at least the period of time the particular records themselves are required to be kept
6. Delegated responsibilities are indicated in the Job Description of the staff responsible for record keeping or other documents to ensure the records of their day-to-day activities are managed in conformity with legal requirements
7. The nominated staff have a responsibility to ensure that information and records are stored and managed appropriately in accordance with best practice and legislative requirements within their areas of responsibility and accountability
8. All staff members are required to comply with this Policy and any related record keeping documents
9. The Organisation will provide training and support to its staff to ensure compliance.

### **Privacy and Confidentiality**

All information collected will be treated with appropriate care to maintain confidentiality. The collection, use and storage of personal information will comply with the Privacy Act 2020. Information will only be shared where there is good reason to do so.

### **References**

- Public Records Act 2005
- PTE Enrolment and Academic Records Rules 2022
- Privacy Act 2020
- Education and Training Act 2020
- Official Information Act 1982
- Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021
- Appendix 1: Storage of Records Document

### **Records**

Policies will be kept in this location:

G:\Corporate\Manuals, Policies, Procedures and Forms\Manuals, Policies and Procedures\Policies

### **Amendments to this Policy**

The Organisation reserves the right to change this Policy from time to time.

### ***Disclaimer***

*The Organisation reserves the right to change or replace this policy at any time. Where there is a dispute with regards to the interpretation of this policy or any part thereof, the Organisation reserves the right to clarify the intention and meaning of this policy. The clarification as provided by the Organisation will be seen as the final decision on the interpretation of this policy.*

**Appendix 1: STORAGE OF RECORDS DOCUMENT (where applicable)**

<b>RECORDS:</b>	<b>APPLIES TO</b>	<b>HOW TO BE STORED:</b>	<b>TIME PERIOD TO BE KEPT:</b>	<b>NOTES:</b>
<b>ENROLMENT &amp; STUDENT FILE RECORDS</b>				
<b>Enrolment records</b>	All divisions	Electronically/hard copies	Kept until at least two years after the completion of the education or training  <b>Note:</b> International Students' attendance records will be kept until superseded and administratively no longer required for reference purposes.	Rule 4.1 - PTE Enrolment and Academic Records Rules 2022 <ul style="list-style-type: none"> <li>a. full name and address of the student;</li> <li>b. contact details for the student;</li> <li>c. the student's national student number (where the student has a national student number);</li> <li>d. nationality and whether a domestic or international student;</li> <li>e. the education or training in which the student is enrolled;</li> <li>f. the start and finish dates of the education or training;</li> <li>g. details of the student meeting the entry requirements including, where applicable, scores for English language entry requirements;</li> <li>h. invoices and receipts for fees paid to the PTE and the dates of payment, with course fees, commissions, accommodation fees, living expenses, and other fees separately identified;</li> <li>i. for international students, their visa and other immigration details, the contact details of any agent through whom the student enrolled at the PTE, a copy of the student health and travel insurances, student fee protection trustee records, and passport numbers.</li> </ul>
<b>The manner in which enrolment records must be kept</b>	All divisions		<b>Records kept under Rule 4.1:</b> Records must be kept in a manner that ensures they are easily recovered and printed from, and readily available on, the PTE's electronic data storage system.	Rule 5.1
<b>ACADEMIC RECORDS</b>				
Records of individual student assessment and examination	All divisions	Electronically	Permanently	Rule 6.1 - PTE Enrolment and Academic Records Rules 2022

results that include the name student, the date of achievement and the relevant grade				
Cross credits, credit transfer, and recognition of prior learning and the evidential basis for them	All divisions	Electronically	Permanently	Rule 6.1
Achievement of awards or qualifications	All divisions	Electronically/hard copies	Permanently	Rule 6.1
Student attendance	All divisions	Electronically	Kept for at least the duration of the student's enrolment	Rule 6.1
Student assessment materials generated from education or training in which students are enrolled, or full copies of them	All divisions	Electronically/hard copies	For at least 12 months from the date of completion	Rule 6.2 For the avoidance of doubt, this includes assessment materials of education or training provided by sub-contractors
<b>The manner in which academic records must be kept</b>	All divisions		<b>Records kept under Rule 6.1:</b> The records must be kept in a manner that ensures they are easily recovered and printed from, and readily available on, the PTE's electronic data storage system. <b>Records kept under Rule 6.2:</b> Records must be readily available upon request	Rule 7: A back-up copy for all records under rule 6.1 must also be kept in a manner that is accessible in the event of PTE closure, natural disaster, or emergency, and for at least the period of time the particular records themselves are required to be kept.
<b>FINANCIAL RECORDS</b>				
Invoices for Assets	Accounts	Paper files	Until scanned electronically	
		Electronically in Accounting System	Permanently	
Invoices & receipts for Income and Expenses. (e.g. Invoices & receipts for fees/courses costs. Income invoices (that are printed).	Accounts	Paper files in archive	7 Years	If audited by IRD, files must be kept for 7 years after the audit.
		Electronically in Accounting System	7 Years	
		Scanned into electronic storage	7 Years	

Before any hard copies of documents are put into storage, the box must be clearly labelled with a "Dispose in this Year: \_\_\_\_\_" date.