

RETENTION OF EVIDENCE POLICY

1. PURPOSE/SCOPE:

The purpose of this policy is to ensure that AIM WA effectively manages the retention of evidence for participants' assessed items in accordance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015. This policy also relates to any retention requirements of contracts relating to government funded places.

2. REFERENCES:

[General Direction—Retention requirements for completed student assessment items](#)

Standards for Registered Training Organisations (RTOs) 2015

Funding contracts, as applicable.

3. POLICY:

Retention of Evidence

AIM WA is to securely retain (against unauthorised access, fire, flood, termites or any other pests) and be able to produce in full at audit, if requested to do so, all completed student assessment items for the selected student/s. The general direction from ASQA is to retain evidence for a period of six months from the date on which the assessment judgement was made. AIM WA follow's this direction and retains evidence for six (6) months from the date of final issuance.

AIM WA retains evidence of certificate issuance for 30 years. This evidence is retained on a secure internal Drive.

AIM WA is required to retain evidence for a period of 7 years for any traineeships or government funded places.

All hard-copy submissions should be scanned and stored securely on the R/Drive to meet the requirements mentioned above.

All online assessment evidence is stored in aXcelerate in the participants file