

PURPOSE

This policy aims to ensure that sensitive information is adequately protected and to ensure it is used for the purpose of continuous improvement and for reporting purposes. Once all the QI reporting surveys are collated, Matrix Training (MT) submits the data to authorities for review. The surveys are assessed by MT and improvements are made accordingly when possible.

This policy also covers the data submission for AVETMISS compliance.

DEFINITIONS

AVETMISS: The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) for VET Providers is a national data standard that ensures the consistent and accurate capture and reporting of VET information about students. The National Centre for Vocational Education Research (NCVER) is the custodian of the Standard. This Standard forms the basis for collecting data for the National VET Provider Collection.

QI: The Data Provision Requirements 2012 requires all registered training organisations (RTOs) registered with ASQA to provide an annual summary report of their performance against the learner engagement, employer satisfaction and competency completion quality indicators to ASQA.

POLICY

This Policy outlines the requirements of MT to report their nationally recognised training to the National VET Provider Collection managed by the National Centre for Vocational Education Research.

As an RTO, MT:

- systematically monitors the training and assessment strategies and practices to ensure ongoing compliance; and
- systematically evaluates and uses the outcomes of the evaluations to continually improve the training and assessment strategies and practices. Evaluation information includes but is not limited to quality/performance indicator data collected under Clause 7.5, validation outcomes, client, trainer and assessor feedback and complaints and appeals.

In addition MT has responsibility to:

- timely submission of electronic AVETMISS compliant data
- ensuring that all training activity delivered has been submitted for the national collection within the required timeframes
- ensuring all student activity is accurately reported and meets National and State requirements

MT collects data from students upon enrolment, during the delivery of the course and at the end of the course. Information is required as part of the AVETMISS reporting, the Quality Indicator reporting process and as part of Continuous Improvement. The information is extracted to comply with necessary requirements of ASQA reporting and to give the organisation information to improve on various areas of the course for the students to benefit in the long term.

AVETMISS data reporting is done through the NCVER website.

RECORDS MANAGEMENT

All documentation from regarding complaints concerning access and equity matters are maintained in accordance with *Records Management Policy and Procedures*.