Records to demonstrate AQTF compliance at audit

<table>
<thead>
<tr>
<th>Item</th>
<th>Description of Records</th>
<th>Period of Retention</th>
<th>Person Responsible</th>
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| Records for Audit           | • Attendance rolls that show the names of students, the unit/s of competency code and/or name, date/s of attendance and signature of trainer and or assessor/s  
                               • Records of assessment including RPL and/or training record books that show the date of assessment/s, unit/s of competency, student name and outcomes of assessment/s  
                               • Learning and Assessment Strategies for all qualifications/ courses/skill sets/client groups. 
                                 Note amendments each time they are reviewed and changed to demonstrate continuous improvement  
                               • Assessment validation/moderation reports  
                               • Samples of student work should be retained for moderation purposes  
                               • Staff Qualifications and or experience against all units being delivered and/or assessed  
                               • Supervision plan/joint assessment arrangements for staff not holding Training and Assessment qualifications  
                               • Records of continuous improvement - Processes used to collect feedback and the improvements implemented  
                               Master copies of:  
                               • Assessment plans for each unit or module - how evidence was collected against each mandatory requirement of a unit or cluster of units and the context of the assessment  
                               • Assessment tools/instruments - used to demonstrate what has been assessed, how this occurred and the linkage to the mandatory requirements of a the unit/module such as assessment tasks observation checklists, questioning, third party reports and the moderated marking guides/model answers  
                               • Delivery/study plan - Unit Information  
                               | Life of the training package/ course plus one year after                                                                                                                                             | Trainers RTO Manager               |
| Records for Appeal          | • There is no requirement to retain originals or copies of all students work beyond the appeals period of 21 days after the release of the final grades for a unit                                                                 | 21 working days after the release of the final grades | Trainers                                |
| Student Results and Qualification /Statement of Attainment issued | • Full name of students and identifying number  
                               • Students result and date of result  
                               • Record of Qualifications/Statements of Attainment issued and they must be able to be reproduced if required                                                                                      | 30 years                           | Admin Officer RTO Manager               |