

MENZIES INSTITUTE OF TECHNOLOGY

POLICY SUMMARY FOR STUDENTS

MITP31 - Student Records Management Policy

VERSION: 16

LAST REVIEWED: 2025

NEXT REVIEW: 2028

PURPOSE OF THIS POLICY

This policy explains how Menzies manages your student records throughout your time with us and afterwards. Your records include enrolment information, assessment results, personal details, attendance, and qualification documents. We maintain these records securely, accurately, and in compliance with privacy and VET regulatory requirements. Records are kept for at least 30 years to ensure you can always access your qualification information.

KEY SECTIONS OF THE POLICY

1. What Records We Keep: Application and enrolment documents, personal and visa information (for international students), assessment results and completed work, attendance and course progress records, support service records, complaints and appeals, qualification certificates issued. 2. How We Store Records: Digital records in our secure student management system (aXcelerate) and cloud storage. Physical files in locked, secure cabinets. Strict access controls - only authorized staff can view your records. Regular backups to prevent data loss. 3. Your Rights: You can access your records at any time using MFS16 form (free of charge). You can request corrections to inaccurate information using MFS17 form. We'll process requests within 10 days. Your records are kept confidential and protected according to privacy laws. 4. Retention: Student records kept for minimum 30 years after course completion. Assessment records kept for 6 months after completion. Qualification issuing records kept permanently.

KEY POINTS FOR STUDENTS

✓ We keep your records secure and confidential for at least 30 years. ✓ You can request to view your records anytime - there's no charge. ✓ Use MFS16 form to access your records (10 day turnaround). ✓ Use MFS17 form to request corrections to any inaccurate information. ✓ Your Unique Student Identifier (USI) is securely managed. ✓ International students: your information is reported to Department of Home Affairs as required by law. ✓ We never share your information without your consent except as required by law. ✓ If you need qualification documents years later, we'll have them.

CONTACT INFORMATION

To access or correct your records: Student Admissions Officers: 1300 244 002,
admission@menzies.vic.edu.au

Student Services Officer: 1300 244 002, academics@menzies.vic.edu.au

Related policies: MITP33 Privacy Policy, MITP05 Document Management.

This is a summary only. The full policy contains detailed procedures and responsibilities. You can request the full policy from Student Services.