PROS 15/05 VAR 2

Retention and Disposal Authority for Records of the Post Compulsory Education and Skills Training Services Governance Function

Issued Date: 04/12/2024

Retention and Disposal Authority for Records of the Post Compulsory Education and Skills Training Services Governance Function

Authority number: PROS 15/05 VAR 2

Variation 1

Public Records Act 1973 (Section 12)

Retention & Disposal Authority for Records of the Post Compulsory Education and Skills Training Services Governance Function (PROS 15/05)

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to records of Post Compulsory Education and Skills Training Services Governance, issued as Public Record Office Standard (PROS 15/05) on 06/08/2015, as follows:

The addition of the following text to the scope of the RDA and across the body of the RDA as a footer:

> This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.
>
> Instead **agencies must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 02/09/2019

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Retention and Disposal Authority for Records of the Post Compulsory Education and Skills Training Services Governance Function

Authority number: PROS 15/05 VAR 2

Variation 2

Public Records Act 1973 (Section 12)

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In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to records of Post Compulsory Education and Skills Training Services Governance, issued as Public Record Office Standard (PROS 15/05) on 06/08/2015, as follows:

Extension of the application of this Standard indefinitely.

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 04/12/2024

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Disclaimer

The State of Victoria gives no warranty that the information in this version is correct or complete, error free or contains no omissions. The State of Victoria shall not be liable for any loss howsoever caused whether due to negligence or otherwise arising from the use of this Standard.

Retention and Disposal Authority for Records of the Post Compulsory Education and Skills Training Services Governance Function

Authority number: PROS 15/05 VAR 2

Retention and Disposal Authority for Records of the Post Compulsory Education and Skills Training Services Governance Function

Retention and Disposal Authority No	PROS 15/05 VAR 2

Scope	This RDA authorises the disposal of records created and held by the Department of Education and Training. This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies. Instead **agencies must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Status	Issued by Keeper

Issue Date	04/12/2024

Retention and Disposal Authority for Records of the Post Compulsory Education and Skills Training Services Governance Function

Authority number: PROS 15/05 VAR 2

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Introduction

Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973.* The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

Context of this Authority

Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973.* Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

Disposal of records identified in the Authority

Disposal of public records identified in this Authority must be undertaken in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal.*

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973.*

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973.*

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

Retention and Disposal Authority for Records of the Post Compulsory Education and Skills Training Services Governance Function

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For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014.*

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

Retention and Disposal Authority for Records of the Post Compulsory Education and Skills Training Services Governance Function

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Transfer of records to Public Record Office Victoria
Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

Explanation of Authority Headings

Class Number
The class number or entry reference number provides citation and ease of reference.

Description
The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

Status
This entry provides the archival status of each class - either permanent or temporary.

Custody
This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent records must be managed and transferred in accordance with PROV Standards.

Retention and Disposal Authority for Records of the Post Compulsory Education and Skills Training Services Governance Function

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Concurrence of Public Office

This Authority has the concurrence of:

_____

Signature: [signed]

Name: Gill Callister

Position: Secretary, Department of Education and Training

Date: 06/07/2015

_____

Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to Department of Education and Training II. This standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

[signed]

Justine Heazlewood, Keeper of Public Records
Date of Issue: 06/08/2015

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Retention and Disposal Authority for Records of the Post Compulsory Education and Skills Training Services Governance Function

Authority number: PROS 15/05 VAR 2

No	Function/Activity	Description	Status	Disposal Action
1	**PLANNING, PROGRAM AND GUIDELINE DEVELOPMENT**	The development of plans, the development and implementation of programs and the development of guidelines concerning the governance of post compulsory education and skills training services. Includes the development of plans that set out the Victorian Governments strategy at a macro level, such as the Victorian Tertiary Education Plan, and at a micro level which focuses on single issues such as disengaged learners, the education needs of a specific geographical area and on stakeholders and institutions such as specific Technical and Further Education (TAFE) institutes. Also includes the development of programs to implement Government plans and strategies and address the needs of stakeholders such as apprentices completing apprenticeships and businesses seeking to recruit skilled workers or employ apprentices. Also includes guidelines that inform and assist stakeholders such as contracted service providers - organisations contracted by the Department of Education and Early Childhood Development (the Department) to deliver Government subsidised vocational education and training; employees and businesses on how to comply with Government requirements, access programs or take actions such as recruit apprentices.		

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Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention and Disposal Authority for Records of the Post Compulsory Education and Skills Training Services Governance Function

Authority number: PROS 15/05 VAR 2

No	Function/Activity	Description	Status	Disposal Action
PLANNING, PROGRAM AND GUIDELINE DEVELOPMENT - Development of Plans				
1.1	**Development of Plans**	The development of plans for the provision of post compulsory education and skills training services. Includes the Victorian Government strategy for post compulsory education and skills training services. Also includes plans which address needs and issues in specific geographical areas and which address specific issues such as skills shortages, structural changes in the economy and address the needs of specific stakeholder groups such as indigenous or migrant Australians and people from disadvantaged areas. Includes the research, consultation and assessment of submissions undertaken throughout the drafting of plans and strategies. [For plans that are developed by universities and TAFE institutes, see the General Retention and Disposal Authority for Records of Common Administrative Functions].		
1.1.1		Records documenting the development of plans relating to the governance of post compulsory education and skills services. Includes the final version, background research that is used, summaries of consultations and submissions, drafts incorporating major changes, exposure drafts and records documenting the approval and issuing processes. Includes plans that are approved as well	Permanent	Retain as State archives

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Authority number: PROS 15/05 VAR 2

No	Function/Activity	Description	Status	Disposal Action
PLANNING, PROGRAM AND GUIDELINE DEVELOPMENT - Development of Plans				
		as those that are not approved or released.		
1.1.2		Records that facilitate the development of plans for the governance of post compulsory education and skills training services. Includes consultation records and submissions that are summarised in other records and drafts incorporating minor editorial changes. Also includes records on the coordination of the plans development and any research not used in development of plans.	Temporary	Destroy 10 years after last action.
1.2	**Program Development and Management**	The development and ongoing management of programs relating to post compulsory education and skills training services. Includes programs that aim to improve access, participation and outcomes in vocational education and training (VET) for hard to reach learners, including people from culturally and linguistically diverse backgrounds, people with disabilities and those that are Indigenous. Also includes programs that assist employees to re-skill who might be affected by workplace closures, as well as programs that deliver resources and information such as programs that assist businesses to up-skill their workforces. [For the issue and monitoring of grants, see the General Retention and Disposal Authority for Records of Common Administrative Functions].		

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Authority number: PROS 15/05 VAR 2

No	Function/Activity	Description	Status	Disposal Action
PLANNING, PROGRAM AND GUIDELINE DEVELOPMENT - Program Development and Management				
		[For records of post compulsory education and skills programs that are developed and run by universities and TAFE institutes, see the Higher and Further Education Institutions General Records Retention and Disposal Authority]. [For the development of vocational education and training courses by the Department, see 3.1.0].		
1.2.1		Records documenting the establishment and development of programs. Includes records of the program rationale, objectives and methodology. Also includes reviews of programs that result in significant changes to the purpose and content of a program.	Permanent	Retain as State archives
1.2.2		Records of the implementation and administration of programs. Includes case records of participants such as students, employees, businesses (where applicable) and records documenting reviews of programs that do not result in significant changes to the purpose and content of a program.	Temporary	Destroy 7 years after conclusion of program.
1.3	**Development of Guidelines**	The development of guidelines for individuals and groups involved in the provision or receipt of post compulsory education and skills training services and programs. Includes universities, TAFE institutes, registered training organisations (RTOs) who deliver services and employers who employ apprentices as		

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No	Function/Activity	Description	Status	Disposal Action
PLANNING, PROGRAM AND GUIDELINE DEVELOPMENT - Development of Guidelines				
		well as individuals accessing services. Examples of guidelines include the reporting requirements to the Department for contracted service providers; instructions on how to access a program or how to employ an apprentice or trainee; guidelines for the Adult Community and Further Education Board and guidelines for the implementation or delivery of departmental programs.		
1.3.1		Records documenting the development of guidelines for individuals and groups involved in the provision or receipt of post compulsory education and skills training services. Includes the final version, background research that is used, drafts incorporating major changes and records that summarise the consultation process undertaken. Also includes records documenting the approval and issuing processes.	Permanent	Retain as State archives
1.3.2		Records that facilitate the development of guidelines for individuals and groups involved in the provision or receipt of post compulsory education and skills training services. Includes the consultation records and submissions that are summarised in other records, background research not used in	Temporary	Destroy 10 years after date of guideline.

Retention and Disposal Authority for Records of the Post Compulsory Education and Skills Training Services Governance Function

Authority number: PROS 15/05 VAR 2

No	Function/Activity	Description	Status	Disposal Action
PROVIDER GOVERNANCE				
		development of guidelines and drafts incorporating minor editorial changes.		
2	**PROVIDER GOVERNANCE**	The governance and regulation of post compulsory education and skills training services providers and institutions. Includes the development of Ministerial and Governor in Council Orders and Ministerial Directions. Also includes the performance monitoring of contracted service providers such as TAFE institutes, RTOs, adult education institutions and not for profit organisations delivering Government subsidised education. Includes the conduct of investigations into cases of non-compliance with legislation and governing agreements and the exercising of the Ministers Reserve Powers where investigations reveal poor performance or non-compliance. Also includes the registration of adult community organisations by the Adult Community and Further Education Board. [For advice, policy development or the receipt of nominations and appointment of individuals to TAFE institute boards, university councils, regional councils of the Adult, Community and Further Education Board and adult education institutions see the General Retention and Disposal Authority for Records of Common Administrative Functions].		

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Retention and Disposal Authority for Records of the Post Compulsory Education and Skills Training Services Governance Function

Authority number: PROS 15/05 VAR 2

No	Function/Activity	Description	Status	Disposal Action
PROVIDER GOVERNANCE - Development of Orders and Ministerial Directions				
2.1	**Development of Orders and Ministerial Directions**	The development of Ministerial and Governor in Council Orders and Ministerial Directions relating to the governance of post compulsory education and skills training services. Under the *Education and Training Reform Act* 2006 the Minister can issue Directions to education and training providers that are in or related to Victoria which direct an institution to do something such as take certain actions or comply with the Act or guidelines. Examples of things that Orders issued by the Minister and Governor in Council can allow include the creation, amalgamation, changing of name or abolition of a TAFE institute. [For the development of legislation, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]		
2.1.1		Orders in Council and Ministerial Directions relating to the governance of post compulsory education and skills training services under the *Education and Training Reform Act* 2006. Includes drafts and other documentation that support the development of Governor in Council and Ministerial Orders and Ministerial Directions.	Permanent	Retain as State archives
2.2	**Education Provider**	The establishment and management of service		

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Authority number: PROS 15/05 VAR 2

No	Function/Activity	Description	Status	Disposal Action
PROVIDER GOVERNANCE - Education Provider Agreements and Monitoring				
	Agreements and Monitoring	agreements with organisations for the delivery of Government subsidised vocational education and training. Includes agreements with TAFE institutes, RTOs, not for profit organisations and adult education institutions, which refers to Adult Multicultural Education Services, the Centre for Adult Education (CAE) or any adult education institution established under the *Education and Training Reform Act* 2006. Also includes the monitoring of the performance of organisations delivering the Government subsidised education and training.		
2.2.1		Records documenting successful applications from registered training organisations to be contracted to deliver Government subsidised training.	Temporary	Destroy 7 years after conclusion of contractual period that the application relates to.
2.2.2		Records documenting unsuccessful applications from registered training organisations to be contracted to deliver Government subsidised training.	Temporary	Destroy 7 years after date of application.
2.2.3		Records documenting the establishment and management of service agreements with TAFE institutes, registered training organisations, adult education institutions and not for profit organisations delivering Government subsidised vocational education and training.	Temporary	Destroy 15 years after expiry of agreement.

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Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

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Authority number: PROS 15/05 VAR 2

No	Function/Activity	Description	Status	Disposal Action
PROVIDER GOVERNANCE - Education Provider Agreements and Monitoring				
2.2.4		Reports that analyse and summarise data submitted as part of the routine performance monitoring of TAFE institutes, registered training organisations, adult education institutions and not for profit organisations delivering Government subsidised vocational education and training. Includes internal and external reporting.	Permanent	Retain as State archives
2.2.5		Records of the routine performance monitoring of TAFE institutes, registered training organisations, adult education institutions and not for profit organisations delivering Government subsidised training. Includes datasets (collections of data) submitted by contracted service providers as part of monitoring processes including data relating to courses, students, student postal details, student disability data, student prior educational achievement, educational qualifications, module and unit competency, enrolments and the financial performance of the funded organisation. Also includes audits and other reporting in compliance with the conditions of the service agreement and any resultant dialogue with Department as part of monitoring processes. [For reports that analyse and summarise data submitted, see 2.2.4.]	Temporary	Destroy 10 years after action completed.

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Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention and Disposal Authority for Records of the Post Compulsory Education and Skills Training Services Governance Function

Authority number: PROS 15/05 VAR 2

No	Function/Activity	Description	Status	Disposal Action
PROVIDER GOVERNANCE - Investigations and Execution of Reserve Powers				
2.3	**Investigations and Execution of Reserve Powers**	Investigations of cases of alleged or suspected poor management or non-compliance with legislation or service agreements concerning TAFE institutes and adult education institutions and the execution of Reserve Powers under the *Education and Training Reform Act* 2006 where investigations confirm poor management or non-compliance. The Execution of Reserve Powers involves the Minister: • issuing Ministerial Directions to the Board of a TAFE Institute or adult education institution • recommending that the Governor in Council dismiss the directors of the Board of a TAFE Institute or adult education institution and appoint new directors of the board and make arrangements for the elections for elected directors of the board • recommending to the Governor in Council that an administrator be appointed to administer TAFE institutes or adult education institutions. [For records of the issue of Ministerial Directions, see 2.1.1].		
2.3.1		Records documenting investigations that unveil systemic problems, that lead to changes in policies or lead to the Minister exercising his or her Reserve	Permanent	Retain as State archives

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Retention and Disposal Authority for Records of the Post Compulsory Education and Skills Training Services Governance Function

Authority number: PROS 15/05 VAR 2

No	Function/Activity	Description	Status	Disposal Action
PROVIDER GOVERNANCE - Investigations and Execution of Reserve Powers				
		Powers under the *Education Training and Reform Act* 2006. Includes records relating to the execution of formal Reserve Powers and the issuing of notices to the TAFE Institute or adult education institution of the proposed decision and the consideration of any submissions made in response.		
2.3.2		Records documenting investigations that do not unveil systemic problems, do not lead to changes in policies or do not lead to the Minister exercising his or her Reserve Powers under the *Education Training and Reform Act* 2006.	Temporary	Destroy 7 years after investigation concluded.
2.4	**Registration of Adult Community Organisations**	The registration of not for profit organisations (known as adult community organisations) which are registered with the Adult Community and Further Education (ACFE) Board. Registered adult community organisations are eligible to receive Government funding to deliver pre-accredited programs which are short modular courses designed for learners to gain confidence and skills which do not lead to formal qualifications such as a certificate, diploma or advanced diploma. They focus on creating pathways to nationally accredited training or employment and accredited programs.		
2.4.1		Summary record of adult community organisations registered with the ACFE Board.	Permanent	Retain as State archives

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Authority number: PROS 15/05 VAR 2

No	Function/Activity	Description	Status	Disposal Action
PROVIDER GOVERNANCE - Registration of Adult Community Organisations				
2.4.2		Records documenting successful applications for registration of adult community organisations with the ACFE Board.	Temporary	Destroy 7 years after conclusion of registration.
2.4.3		Records documenting unsuccessful applications for registration of adult community organisations with the ACFE Board.	Temporary	Destroy 7 years after ate of assessment.
3	**CURRICULUM DEVELOPMENT AND SUBSIDISING**	The development of formally accredited vocational education and training (VET) courses to be offered by TAFE institutes and RTOs. Also includes the determination of which pre-accredited and accredited courses delivered by adult community organisations registered with the ACFE Board and RTOs will be subsidised (purchased) by the Government. [For publications, see the General Retention and Disposal Authority for Records of Common Administrative Functions]. [For curriculum developed by higher and further education Institutions, see the General Retention and Disposal Authority for the Records for the Higher and Further Education Institutions].		
3.1	**Curriculum Development**	The development of formally accredited vocational education and training courses. The Department will		

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No	Function/Activity	Description	Status	Disposal Action
CURRICULUM DEVELOPMENT AND SUBSIDISING - Curriculum Development				
		sometimes develop courses in circumstances where there is a lack of training for an area or where an area is crucial for the Victorian economy		
3.1.1		Records documenting the final design of formally accredited vocational education and training courses including course curriculum descriptions, structures, component parts and requirements for delivery. Includes records relating to obtaining accreditation from the Victorian Registration and Qualifications Authority. Also includes resources and tools designed to assist the delivery of curriculum such as sample units, case studies and check sheets.	Temporary	Destroy 10 years after course ceases to be accredited.
3.1.2		Records documenting the development of courses. Includes successful applications from external parties such as registered training organisations, industry bodies and businesses to develop courses, progress reports from course developers and drafts.	Temporary	Destroy 1 year after course ceases to be accredited.
3.1.3		Applications from external parties to develop courses that do not lead to the development of courses.	Temporary	Destroy 2 years after last action.
3.2	**Curriculum Subsidising (Purchasing)**	The determination of which accredited and pre-accredited courses delivered by TAFE institutes, RTOs and adult community organisations will be subsidised (purchased) by the Government.		

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Authority number: PROS 15/05 VAR 2

No	Function/Activity	Description	Status	Disposal Action
CURRICULUM DEVELOPMENT AND SUBSIDISING - Curriculum Subsidising (Purchasing)				
3.2.1		Records documenting the determination of which courses the Government will subsidise (purchase) where courses are subsidised. Includes delivery plans submitted by TAFE institutes, RTOs and adult community organisations that detail the courses they propose to deliver for the next contractual period, the target learner population and the location of delivery.	Temporary	Destroy 7 years after contractual period ceases.
3.2.2		Records documenting the determination of which courses the Government will subsidise (purchase) where courses are not subsidised.	Temporary	Destroy 2 years after last action.
4	**RESEARCH AND MONITORING**	The conduct of research into issues relating to post compulsory education and skills training services. Includes monitoring and reporting on the Victorian training market performance including assessing and reporting at regular intervals on how many people are in government funded training, what they are training in, where they are accessing training, whether training provision is responding to employers skill needs and on what skills industry needs. Also includes conducting research into issues such as: • the post compulsory education and skills		

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No	Function/Activity	Description	Status	Disposal Action
RESEARCH AND MONITORING - Market Monitoring and Research				
		needs of geographical areas • the needs of users of training systems e.g. disadvantaged or disengaged learners • measuring the outcomes of training systems • the future post compulsory education and skills training services needs of the Victorian economy and of particular industries.		
4.1	**Market Monitoring and Research**	The monitoring, analysis and reporting of Victoria's training market performance and conduct of research into issues relating to post compulsory education and skills training services.		
4.1.1		Reports that document the output of research projects or that record and analyse Victoria's training market performance or industry skills needs on an annual or periodic basis. Includes background research used in the final report; summaries of consultations, drafts incorporating major changes; discussion papers and project plans.	Permanent	Retain as State archives
4.1.2		Supporting records created as part of research projects and the analysis of Victoria's training performance. Includes: • data collected for analysis including data	Temporary	Destroy 10 years after action completed.

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Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Authority number: PROS 15/05 VAR 2

No	Function/Activity	Description	Status	Disposal Action
APPRENTICESHIP AND TRAINEESHIP REGULATION AND SUPPORT				
		generated by the agency and data obtained from external sources such as universities and the Australian Bureau of Statistics (ABS) and that are summarised in other records; • consultation records and submissions that are summarised in other records; • drafts incorporating minor editorial changes; • records of the coordination of the reports development; and • any research not used in development of the final report.		
5	**APPRENTICESHIP AND TRAINEESHIP REGULATION AND SUPPORT**	The regulation of apprenticeships and traineeships under the *Education and Training Reform Act* 2006. Also includes the provision of support services to apprentices and trainees e.g. referrals to services and assistance in dealing with issues such as alcohol, counselling, courts etc. Apprenticeships involve an employer agreeing to employ someone for a particular period (the apprenticeship) and support them in their training during that time. The worker agrees to follow instruction and attend off-the-job and/or workplace-based training. If the employer sells the business during the period of the apprenticeship, the new employer must continue with the training contract.		

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Authority number: PROS 15/05 VAR 2

No	Function/Activity	Description	Status	Disposal Action
APPRENTICESHIP AND TRAINEESHIP REGULATION AND SUPPORT - Apprenticeship and Traineeship Registration				
		Traineeships involve exactly the same process however should the employer sell the business, the new employer is not compelled to continue with the training contract.		
5.1	**Apprenticeship and Traineeship Registration**	The registration of apprenticeships and traineeships.		
5.1.1		Summary record of individuals who have signed training contracts for apprenticeships and traineeships. Includes apprentice or trainee personal details, employer business details and details of the qualification undertaken by the apprentice or trainee.	Permanent	Retain as State archives
5.1.2		Records documenting the registration of apprenticeships and traineeships. Includes training contracts, correspondence and notifications concerning the apprenticeship or traineeship such as trade school enrolment. Also includes records relating to any pastoral support provided to apprentices or trainees including referrals to services and assistance in dealing with issues such as alcohol, counselling, courts etc. [For records of any special consideration / support provided to apprentices / trainees by their training institution, see the General Retention and Disposal Authority for the Records for the Higher and Further	Temporary	Destroy 15 years after apprenticeship or traineeship completed or terminated.

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Authority number: PROS 15/05 VAR 2

No	Function/Activity	Description	Status	Disposal Action
APPRENTICESHIP AND TRAINEESHIP REGULATION AND SUPPORT - Apprenticeship and Traineeship Registration				
		Education Institutions].		
5.1.3		Records documenting the registration of employers to enable them to employ apprentices or trainees as set out in the *Education and Training Reform Act* 2006 under Section 5.5.7 Procedure for approval. Includes self-assessments, changes of business name and purchase of business forms.	Temporary	Destroy 50 years after date of registration.
5.2	**Investigations**	The conduct of investigations by apprenticeship field officers into issues arising between an apprentice or trainee and their employer. Apprenticeship Field Officers (AFOs) hold compliance and enforcement powers under the *Education and Training Reform Act* 2006 (the Act). AFOs have a right of entry into premises during ordinary working hours on any day where an apprentice or trainee is employed, a right to inspect, examine and request copies of documents and to make any enquiries that appear necessary to ascertain whether the provisions of Part 5.5 of the Act is being or has been complied with. [For records of support and advice provided to apprentices, see 5.1.2].		
5.2.1		Records documenting the conduct of investigations.	Temporary	Destroy 20 years after conclusion of

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Authority number: PROS 15/05 VAR 2

No	Function/Activity	Description	Status	Disposal Action
APPRENTICESHIP AND TRAINEESHIP REGULATION AND SUPPORT - Investigations				
				investigation.
5.2.2		Records documenting inspections of employers employing apprentices or trainees in order to ensure that provisions for approval under Section 5.5.7 and employers obligations under Section 5.5.8 of the *Education and Training Reform Act* 2006 have been or are being met.	Temporary	Destroy 7 years after date of inspection.
6	**STAKEHOLDER TRAINING AND INFORMATION**	The development and delivery of training and information sessions for post compulsory education and skills stakeholders including TAFE institutes and RTOs. Includes sessions which aim to inform stakeholders about Government reporting requirements such as data submission or to inform them about new policies or programs. [For the management of training for DEECD employees, the management of enquiries and advice see the General Retention and Disposal Authority for Records of Common Administrative Functions.]		
6.1	**Stakeholder Training Development and Delivery**	The development and delivery of training and information sessions stakeholders involved in post compulsory education and skills training services.		
6.1.1		Records documenting the development of content for training programs.	Temporary	Destroy 7 years after training superseded or

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Authority number: PROS 15/05 VAR 2

No	Function/Activity	Description	Status	Disposal Action
STAKEHOLDER TRAINING AND INFORMATION - Stakeholder Training Development and Delivery				
				cancelled.
6.1.2		Records that facilitate the delivery of training programs. Includes arrangements for the provision of training, records of attendees, surveys conducted to assess training needs and course evaluations.	Temporary	Destroy 2 years after date of training.

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