



Access to Student Records

1. Current and former students of ALATA have access to their own records on request. Academic & Admin Files for currently enrolled students are maintained at the Admin Office. All requests from an individual student to view their student file should be referred to the respective trainer who will make appropriate arrangements for supervised access. If a student wishes to amend their student admin file, they should fill a general request form and contact the Admin Manager. Due consideration will be given to any request to amend personal information held on file. A request to correct personal information may be satisfied by the individual providing an additional record rather than making alterations or deletions to the original record.
2. ALATA provides students with accurate and up to date information about the status and outcomes of the courses in which they are enrolled.
3. Information about a student is not disclosed to a third party without the consent of the student, unless required or permitted by law. Persons outside of ALATA do not have access to the records of individual students unless students give written permission for the release of specific records, or unless the knowledge of such information is required to be provided to funding, immigration, accreditation or other agencies, which are legally entitled to such information. Information required by other education institutions for the purposes of confirming qualifications of a current or former student of ALATA, such as confirmation of units of study completed, participation in officially recognized activities by students, will not be released by ALATA unless accompanied by written authorization of the student.
4. All requests for archived student files must be authorized by the Training Coordinator/RTO Manager depending upon the type of request whether Administration related or Academic. A form has been designed to assist this process. This will enable the location of files to be monitored and minimize the number of missing files.

Access to Student Records	Issue Date: 01 January 2017	Review Date: 01 January 2019
Developed By: RTO Manager	Authorized By: CEO	Version: 1.0
Level 7, 190 Queen St, Melbourne Vic 3000Page 1 of 1 RTO: 40514 ABN: 15 157 772 097 ACN 157 772 097 www.alata.edu.au e-mail: info@alata.edu.au		