

Australian Capital Territory

Territory Records (Records Disposal Schedule – Schools Management Records) Approval 2008 (No 1)

Notifiable instrument NI2008—255

made under the

Territory Records Act 2002, s 19 (Approval of schedules for the disposal of records)

1. Name of Instrument

This instrument is the Territory Records (Records Disposal Schedule – Schools Management Records) Approval 2008 (No 1)

2. Approval

I approve the Records Disposal Schedule – Schools Management Records.

3. Commencement

This instrument commences on the day after notification.

David Wardle
Director of Territory Records
27 June 2008



Records Disposal Schedule
Schools Management Records

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INTRODUCTION

The *Records Disposal Schedule - Schools Management Records* is the official authority for the disposal of records relating to Schools Management Records.

It is one of a series of Records Disposal Schedules authorised by the Director of Territory Records in accordance with the provisions of the *Territory Records Act 2002*. It is used in conjunction with the *Territory Administrative Records Disposal Schedule (TARDiS)*.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of Schools Management records created or maintained by ACT Government Agencies.

SCOPE

This Records Disposal Schedule applies to records created or maintained by ACT Government Agencies. It applies to records in any format, including electronic records.

AUTHORITY

The Director of Territory Records, in consultation with stakeholders and the Territory Records Advisory Council, has approved this Records Disposal Schedule for use. The schedule does not take effect until it has been incorporated into an agency's Records Management Program that has been signed off by the Principal Officer of the agency.

Even so, officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements.

This Records Disposal Schedule will remain in force until a new schedule supersedes it or the Director of Territory Records withdraws it from use.

STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA

A Records Disposal Schedule generally specifies retention periods. That is, how long records are to be retained by the agency before being destroyed or retained as Territory Archives.

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements, administrative need or agency directives. **An agency must not dispose of any**

records where it is aware of possible legal action for which the records may be required as evidence.

The *Records Disposal Schedule - Schools Management Records* has a hierarchical structure that reflects its arrangements according to functions and activities, rather than by subject, and this also reflects a close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all Schools Management records regardless of titling conventions used, so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

Territory Version of Keyword AAA

The Territory Version of Keyword AAA is the general administrative thesaurus produced by the Territory Records Office. The structure and terms used in this Records Disposal Schedule are closely related to those used in the Territory Version of Keyword AAA, which is based on functional analysis of business activity. This methodology (i.e., the analysis of business activity) produces a hierarchical model of an organisation's business activity. The hierarchical model also represents a classification scheme for the records that document functions, activities and transactions.

The disposal actions listed in this Records Disposal Schedule were determined through the process of appraisal in accordance with *Territory Records Office Standard for Records Management No.2 - Appraisal*. Appraisal is based upon the same type of analysis of business activity employed in the classification scheme used in the Territory Version of Keyword AAA. Essentially, appraisal involves attaching record retention periods and disposal decisions (and even records creation requirements and rules) to the same classification scheme.

GUIDELINES FOR USE

Coverage of authority

The Records Disposal Schedule - Schools Management Records:

- covers all Schools Management records;
- is intended to be used in conjunction with TARDiS;
- specifies the minimum period records should be kept (retention periods)
- specifies whether, upon the expiry of the retention periods, the records may be destroyed or are required as Territory Archives; and
- is applicable to records created and maintained in any format, including electronic or formats such as microfiche.

Layout of the schedule

This Records Disposal Schedule begins with an introduction incorporating definitions and the business classification scheme. Then each of the functions and activity disposal sets or 'disposal classes' relating to the functions are described. These are followed by a composite list of classes designated 'Retain as Territory Archives'. The functions and activity disposal sets show the following details:

Function.

This is the broad level business function and is displayed in bold capital letters at the top of each page. It is the highest level in the business classification scheme. It is followed by the scope note, which provides definitions of the function and a collective view of the business activities that make that function unique.

Activity.

Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme. The scope of the activity encompasses all of the transactions that take place in relation to the activity. Activities can relate to many functions with the scope notes covering all of these relationships (e.g., the activity 'Policy' is linked to all of the functions). However, each function and activity set represents a unique unit.

Entry No.

This is the disposal class number allocated based on the function and activity set and the class number of the record. The barcode is the same as the Entry No. and may be used in an automated recordkeeping system.

Description of Records.

This is the description of the records documenting the business function, activity and transactions. The descriptions can relate to one record such as a register or a group of records documenting a particular set of transactions.

Disposal Action.

This is the minimum period a record must be kept for and is the trigger event from which the disposal date can be calculated.

FORMAT OF RECORD

This Records Disposal Schedule is applicable to any record that performs the function prescribed, irrespective of format. Records may include:

- cards;
- registers;
- files;
- microfilm;
- COM (computer output microfiche);
- electronic records, including various electronic media, and
- any other formats.

Electronic records

Refers to records created, communicated and maintained by means of electronic equipment. Information could be maintained/stored in a number of ways - on the database (the main database, or a special archives database); on magnetic media; on optical disks; or on separate hardcopy (paper, COM).

Electronic records must be readily accessible for the length of the specified retention period. Routine treatment (such as wiping, updating, alterations or re-recording) does not constitute disposal.

DESTRUCTION OF RECORDS

When the approved disposal date for the destruction of records has been reached, appropriate arrangements for their destruction should be made. It is the responsibility of each agency to ensure that its records are destroyed in a secure and appropriate manner as indicated in the agency Records Management Program.

UPDATING THE RECORDS DISPOSAL SCHEDULE

Records Disposal Schedules are reviewed and updated from time to time. For suggested amendments or alterations to this schedule please contact the Director of Territory Records.

ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE

Agencies requiring any assistance in the interpretation or implementation of any Records Disposal Schedule are encouraged to contact the Director of Territory Records.

RELATED LEGISLATION

The following legislation is related to the records classes covered by this Records Disposal Schedule:

Financial Management Act 1996
Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Cwlth)
Administrative Appeals Tribunal Act 1975 (Cwlth)
Administrative Decisions (Judicial Review) Act 1989 (Cwlth)
Age Discrimination Act 2004 (Cwlth)
Age of Majority Act 1974
Animal Diseases Act 2005
Animal Welfare Act 1992
Annual Reports (Government Agencies) Act 2004
Auditor-General Act 1996
Australian Citizenship Act 2007 (Cwlth)
Australian Passports Act 2005 (Cwlth)
Births, Deaths and Marriages Registration Act 1997
Board of Senior Secondary Studies Act 1997
Building Act 2004
Building and Construction Industry Training Levy Act 1999
Canberra Institute of Technology Act 1987
Charitable Collections Act 2003
Children and Young People Act 1999
Civil Law (Wrongs) Act 2002
Classification (Publications, Films and Computer Games) (Enforcement) Act 1995
Clinical Waste Act 1990
Commissioner for the Environment Act 1993
Construction Occupations (Licensing) Act 2004
Coroners Act 1997
Criminal Code 2002
Dangerous Substances Act 2004
Disability Discrimination Act 1992
Disability Services Act 1991
Discrimination Act 1991
Domestic Animals Act 2000
Domestic Relationships Act 1994
Duties Act 1999
Domestic Violence and Protection Orders Act 2001
Education Act 2004
Education Services for Overseas Students Act 2000
Electricity Safety Act 1971
Electronic Transactions Act 2001
Emergencies Act 2004
Environment Protection Act 1997
Environment Protection and Biodiversity Conservation Act 1999
Family Law Act 1975
Food Act 2001
Freedom of Information Act 1989
Gas Safety Act 2000

Government Procurement Act 2001
Guardianship and Management of property Act 1991
Health Professionals Act 2004
Health Records (Privacy and Access) Act 1997
Heritage Act 2004
Holidays Act 1958
Human Rights Act 2004
Human Rights Commission Act 2005
Human Rights and Equal Opportunity Commission Act 1986
Human Rights (Sexual Conduct) Act 1994 (Cwlth)
Inquiries Act 1991
Insurance Authority Act 2005
Land (Planning and Environment) Act 1991
Legislation Act 2001
Liquor Act 1975
Litter Act 2004
Machinery Act 1949
Mental Health (Treatment and Care) Act 1994
Migration Act 1958
Nature Conservation Act 1980
Oaths and Affirmations Act 1984
Occupational Health and Safety Act 1989
Ombudsman Act 1989
Payroll Tax Act 1987 (Cwlth)
Pest Plants and Animals Act 2005 (Cwlth)
Planning and Development Act 2007
Poisons and Drugs Act 1978
Powers of Attorney Act 2006
Privacy Act 1988 (Cwlth)
Public Advocate Act 2005
Public Health Act 1997
Public Interest Disclosure Act 1994
Public Sector Management Act 1994
Racial Discrimination Act 1975 (Cwlth)
Racial Hatred Act 1995 (Cwlth)
Road Transport (Alcohol and Drugs) Act 1977
Road Transport (Dimensions and Mass) Act 1990
Road Transport (Driver Licensing) Act 1999
Road Transport (General) Act 1999
Road Transport (Public Passenger Services) Act 2001
Road Transport (Safety and Traffic Management) Act 1999
Road Transport (Vehicle Registration) Act 1999
Roads and Public Places Act 1937 (Cwlth)
Royal Commissions Act 1991
Safety, Rehabilitation and Compensation Act 1988 (Cwlth)
Scaffolding and Lifts Act 1912
Security Industry Act 2003
Sex Discrimination Act 1984 (Cwlth)
Schools Assistance (Learning Together - Achievement Through Choice and Opportunity) Act 2004 (Cwlth)

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Copyright Act 1968 (Cwlth)
Crimes Act 1900
Evidence Act 1971
Evidence Act 1995 (Cwlth)
Smoking (Prohibition in Enclosed Public Places) Act 2003
Spam Act 2003 (Cwlth)
Spent Convictions Act 2003 (Cwlth)
States Grants (Primary and Secondary Education Assistance) Act 2000 (Cwlth)
Statutory Declarations Act 1959
Stock Act 2005
Supreme Court Act 1933
Taxation Administration ACT 1999
Territory Records Act 2002
Training and Tertiary Education Act 2003
Trans-Tasman Mutual Recognition Act 1997
Tree Protection Act 2005
Uncollected Goods Act 1996
University of Canberra Act 1989
Utilities Act 2000
Vocational Education and Training Act 2003
Waste Minimisation Act 2001
Water and Sewerage Act 2000
Water Resources Act 2007
Witness Protection Act 1996
Workers Compensation Act 1951
Workplace Relations Act 1996

DEFINITIONS

Agency

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act 2002* to be an agency.

Appraisal

The process of evaluating business activities to:

- determine which records need to be captured;
- determine how long the records need to be kept to meet business needs; and
- meet the requirements of organisational accountability and community expectations.

Business Classification Scheme

A hierarchical scheme for identifying and defining the functions, activities and transactions an agency performs in the conduct of its business, and the relationships between them.

Principal Officer

The Chief Executive of an administrative unit, or its equivalent in other types of agencies.

Records

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transition of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form.

Records of an Agency

Records, in writing, electronic or any other form, under the control of an agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency.

Records Disposal Schedule

A document approved by the Director of Territory Records, which sets out the types of records an agency must make and how long they must be kept.

Records Management Program

A document that complies with Section 16 of the *Territory Records Act 2002* by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

Recordkeeping Systems

Information systems that capture, maintain and provide access to records over time. While the term is often associated with computer software, Recordkeeping Systems also encompass policies, procedures, practices and resources that are applied within an agency to ensure that full and accurate records of business activity are made and kept.

Scope Note

An explanation of terms used in describing the records and the context in which they were made and used.

Sentencing

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule that applies to the record and assigning a retention period consistent with that part.

Territory Archives

Records preserved for the benefit of present and future generations.

BUSINESS CLASSIFICATION SCHEME

EDUCATION STRATEGY

The function of developing and planning the provision of education to all the ACT community, across the preschool, primary and secondary education sectors. Includes the development of policy and legislation which sets the direction of education in the Territory, as well as setting specialised policies for students with disabilities, indigenous students and distance education.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits. [TARDiS]

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action. [TARDiS]

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

Conferences

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc. [TARDiS]

EDUCATION STRATEGY

The function of developing and planning the provision of education to all the ACT community, across the preschool, primary and secondary education sectors. Includes the development of policy and legislation which sets the direction of education in the Territory, as well as setting specialised policies for students with disabilities, indigenous students and distance education.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [TARDiS]

Curriculum Development

The process of developing and approving curricula.

Enquiries

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

Grant Administration

The processes involved with managing and acquittal of grant funding. Includes the records documenting and reporting on decisions relating to the possible and actual allocations of funds.

Grant funding

The activities associated with the application for and receipt of grants. [TARDiS]

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met. [TARDiS]

EDUCATION STRATEGY

The function of developing and planning the provision of education to all the ACT community, across the preschool, primary and secondary education sectors. Includes the development of policy and legislation which sets the direction of education in the Territory, as well as setting specialised policies for students with disabilities, indigenous students and distance education.

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. [TARDiS]

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation. [TARDiS]

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings. [TARDiS]

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

Procedures

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

EDUCATION STRATEGY

The function of developing and planning the provision of education to all the ACT community, across the preschool, primary and secondary education sectors. Includes the development of policy and legislation which sets the direction of education in the Territory, as well as setting specialised policies for students with disabilities, indigenous students and distance education.

Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public. [TARDiS]

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. [TARDiS]

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives. [TARDiS]

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. [TARDiS]

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. [TARDiS]

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance the quality and efficiency of the agency. [TARDiS]

EDUCATION STRATEGY

The function of developing and planning the provision of education to all the ACT community, across the preschool, primary and secondary education sectors. Includes the development of policy and legislation which sets the direction of education in the Territory, as well as setting specialised policies for students with disabilities, indigenous students and distance education.

Submissions

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the agency. [TARDiS]

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)

The function of managing relationships between the agency and the private sector for developing education in Preschool, Primary, Secondary and College environments. Includes professional bodies, industry and educational/training institutions such as universities.

[Use TARDiS GOVERNMENT RELATIONS when the relationships are with the public sector.]

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations. [TARDiS]

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

Conferences

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc. [TARDiS]

Customer service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency. [TARDiS]

EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)

The function of managing relationships between the agency and the private sector for developing education in Preschool, Primary, Secondary and College environments. Includes professional bodies, industry and educational/training institutions such as universities.

[Use TARDiS GOVERNMENT RELATIONS when the relationships are with the public sector.]

Enquiries

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

Grievances

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion, or higher duties. [TARDiS]

Industrial action

The activities associated with dealing with a failure or refusal to attend or perform work in association with a dispute between management and workers. Includes lock-outs, strikes etc. [TARDiS]

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies. [TARDiS]

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. [TARDiS]

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation. [TARDiS]

EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)

The function of managing relationships between the agency and the private sector for developing education in Preschool, Primary, Secondary and College environments. Includes professional bodies, industry and educational/training institutions such as universities.

[Use TARDiS GOVERNMENT RELATIONS when the relationships are with the public sector.]

Media relations

The activities associated with establishing a relationship between the media and the agency. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews. [TARDiS]

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings. [TARDiS]

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

Procedures

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public. [TARDiS]

EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)

The function of managing relationships between the agency and the private sector for developing education in Preschool, Primary, Secondary and College environments. Includes professional bodies, industry and educational/training institutions such as universities.

[Use TARDiS GOVERNMENT RELATIONS when the relationships are with the public sector.]

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. [TARDiS]

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. [TARDiS]

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. [TARDiS]

Submissions

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the agency. [TARDiS]

Visits

The activities involved in arranging visits by other agencies, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other agencies. [TARDiS]

SCHOOL MANAGEMENT

The function of managing the administration and structure of schools such as opening, naming, closure, amalgamation, registrations and operations of schools. Includes matters relating to school activities and school-based responsibilities.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. [TARDiS]

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits. [TARDiS]

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action. [TARDiS]

Canteen Operations

Records relating to the operation of school canteens.

Class Development

The activity of developing classes, such as composite classes, closure of classes, class sizes etc. Includes arrangements for special needs classes. Also includes the process of sourcing teacher resources to teach the classes.

SCHOOL MANAGEMENT

The function of managing the administration and structure of schools such as opening, naming, closure, amalgamation, registrations and operations of schools. Includes matters relating to school activities and school-based responsibilities.

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

Curriculum Development

The process of developing and approving curricula.

Enquiries

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met. [TARDiS]

SCHOOL MANAGEMENT

The function of managing the administration and structure of schools such as opening, naming, closure, amalgamation, registrations and operations of schools. Includes matters relating to school activities and school-based responsibilities.

Intellectual property

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes management of copyright, design, patents and trademarks, royalties and matters of confidentiality, such as trade secrets, which are not available to the public under Freedom of Information (FOI) legislation. [TARDiS]

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies. [TARDiS]

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. [TARDiS]

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings. [TARDiS]

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

SCHOOL MANAGEMENT

The function of managing the administration and structure of schools such as opening, naming, closure, amalgamation, registrations and operations of schools. Includes matters relating to school activities and school-based responsibilities.

Procedures

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public. [TARDiS]

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. [TARDiS]

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. [TARDiS]

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. [TARDiS]

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks. [TARDiS]

SCHOOL MANAGEMENT

The function of managing the administration and structure of schools such as opening, naming, closure, amalgamation, registrations and operations of schools. Includes matters relating to school activities and school-based responsibilities.

Submissions

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the agency. [TARDiS]

Teacher Observations

Observations or notes, made and documented by school staff on programs, methods, students etc.

STUDENT ADMINISTRATION

The function of managing school students. Includes admissions, enrolment, exchange programmes, misconduct processes, graduation, prizes and scholarships.

Academic Misconduct

The activity of managing academic behaviour that is not in accordance with the institution's or school's statutes and rules especially involving work submitted for assessment. Includes undertaking investigations into allegations of suspected cheating or plagiarism and resulting action.

Academic Progress

The activity of guiding students' academic progress throughout their course of study including through production of transcripts of final results. Includes regular reports and grades given.

[For arrangements for undergoing assessment or examination, use Examination and Assessment].

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations. [TARDiS]

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority. [TARDiS]

Apprentices / Trainees

The activities associated with combined structured training and paid employment to gain experience in the workplace as well as to achieve a nationally recognised qualification. May include arrangements for work experience.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. [TARDiS]

STUDENT ADMINISTRATION

The function of managing school students. Includes admissions, enrolment, exchange programmes, misconduct processes, graduation, prizes and scholarships.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action. [TARDiS]

Awards, Prizes and Medals

The activity of bestowing on students informal awards, scholarships, bursaries, prizes or fellowships. They may take the form of money, medals, certificates, the waiving of fees, merit awards and other forms of acknowledgement of achievement. Some will have conditions placed on the student and/or the institution. This includes both internal and external awards.

Behaviour Management

The activity of managing student behaviour in schools and colleges.

[For formal action and discipline undertaken as a result of inappropriate behaviour, use Discipline.]

Bursary Scheme

The activity of providing financial assistance to families of students in exceptional circumstances.

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients. [TARDiS]

Celebrations

The activities associated with arranging and managing festivities to honour a particular activity.

[For addresses made at celebrations, use Addresses.]

For managing financial transactions supporting celebrations activities, use - Accounting and/or - Payments.] [TARDiS]

STUDENT ADMINISTRATION

The function of managing school students. Includes admissions, enrolment, exchange programmes, misconduct processes, graduation, prizes and scholarships.

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion. [TARDiS]

[Use Addresses for addresses made at ceremonies.]

[Use Accounting and/or Payments for managing financial transactions supporting ceremonies]

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

Discipline

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals. [TARDiS]

Enquiries

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

Enrolment

The process of registering/enrolling all students in a course or subject. Includes the enrolment of international and exchange students.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

STUDENT ADMINISTRATION

The function of managing school students. Includes admissions, enrolment, exchange programmes, misconduct processes, graduation, prizes and scholarships.

Events

The activities relating to the arrangements, bookings and support for local suppliers to attend, display or promote events such as trade displays, event participation, open days, etc. [TARDiS]

Examination and Assessment

The process of testing knowledge and understanding of students by examination and other techniques, such as ongoing assessment. Includes arrangements for subject and university entrance examinations.

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met. [TARDiS]

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. [TARDiS]

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings. [TARDiS]

Modifications

Changes to subjects or units as well as personal details (information such as name change, address and telephone/contact detail variations). Includes application forms and supporting documentation such as marriage or birth certificates, statutory declarations.

STUDENT ADMINISTRATION

The function of managing school students. Includes admissions, enrolment, exchange programmes, misconduct processes, graduation, prizes and scholarships.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

Procedures

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public. [TARDiS]

Recognition of Prior Studies / Learning

The activity of assessing and recognizing prior studies undertaken by a student that may satisfy part of the academic requirements of a course in which the student is enrolled. May include recognition of studies undertaken interstate or overseas. Also known as Advanced Standing.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. [TARDiS]

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives. [TARDiS]

STUDENT ADMINISTRATION

The function of managing school students. Includes admissions, enrolment, exchange programmes, misconduct processes, graduation, prizes and scholarships.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. [TARDiS]

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. [TARDiS]

Student Accommodation

The service of providing accommodation through halls of residence or residential facilities. Also includes the activities associated with managing arrangements for students who do not live at home during term time.

Student Appointments

The activities associated with the appointment of students to positions within the school, such as Student Representative Council.

Student Attendance

Attendance for examinations or other assessment activities and non-accredited programs.

Student Certificates

The activity of managing documents presented to a student on successful completion of a program of study, providing evidence of academic achievement, such as year 10 and 12 certificates.

Student Excursions

The activities associated with the planning, approval, management etc of trips, visits or tours undertaken school groups.

Student Identification

The provision of student identification, usually in the form of student ID cards, including library cards.

STUDENT ADMINISTRATION

The function of managing school students. Includes admissions, enrolment, exchange programmes, misconduct processes, graduation, prizes and scholarships.

Student Misconduct

The activities and actions associated with the disciplinary process for processing student complaints against fellow students. Includes investigations, charges, punishment and appeals.

Student Transcripts

The official record of the marks/grades achieved by a student in the course of the degree or program undertaken. May also be known as final results.

Student Work Placements

The activity of arranging work experience for students. Includes the management of potential employers.

Submissions

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the agency. [TARDiS]

STUDENT SERVICES

The function of supporting individual students throughout their attendance, and assisting them to undertake and successfully complete their studies, at preschool, primary, secondary and college schools. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Accidents

The activities involved in dealing with mishaps causing injury or damage. Includes damage or injury to the organisation's property or member of staff incurred while coming to, at, or leaving work, or to the general public or visitors whilst on the organisation's premises. Also includes measures to prevent accidents occurring. [TARDiS]

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action. [TARDiS]

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients. [TARDiS]

Chaplaincy

The provision of chaplaincy services.

Child Care Provision

The enrolment and/or attendance of children at the child care facility.

STUDENT SERVICES

The function of supporting individual students throughout their attendance, and assisting them to undertake and successfully complete their studies, at preschool, primary, secondary and college schools. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

Conferences

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc. [TARDiS]

Discipline

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals. [TARDiS]

Enquiries

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

STUDENT SERVICES

The function of supporting individual students throughout their attendance, and assisting them to undertake and successfully complete their studies, at preschool, primary, secondary and college schools. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Grant Administration

The processes involved with managing and acquittal of grant funding. Includes the records documenting and reporting on decisions relating to the possible and actual allocations of funds.

Grant funding

The activities associated with the application for and receipt of grants. [TARDiS]

Grievances

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion, or higher duties. [TARDiS]

Health promotion

The process of promotion by the agency of programs which encourage the establishment and maintenance of a healthy work environment. [TARDiS]

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met. [TARDiS]

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. [TARDiS]

STUDENT SERVICES

The function of supporting individual students throughout their attendance, and assisting them to undertake and successfully complete their studies, at preschool, primary, secondary and college schools. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings. [TARDiS]

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

Procedures

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public. [TARDiS]

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. [TARDiS]

STUDENT SERVICES

The function of supporting individual students throughout their attendance, and assisting them to undertake and successfully complete their studies, at preschool, primary, secondary and college schools. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives. [TARDiS]

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. [TARDiS]

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. [TARDiS]

Special Education

The arrangement of services to provide education tailored to the needs of individuals who differ intellectually, physically, emotionally, or socially from those who can be taught by the usual methods. May include arrangements for additional resources or specialised programs.

Special Needs Support

Provision of services such as assistance to disabled students, foreign students, etc. This may include the provision of special needs services during examinations such as interpreters, reading assistance for sight impaired students, disabled access, etc.

Student Careers Advice

Advice on student career and course options.

STUDENT SERVICES

The function of supporting individual students throughout their attendance, and assisting them to undertake and successfully complete their studies, at preschool, primary, secondary and college schools. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Student Graduation

Admission to degree, diploma, certificate, statement of attainment or other qualification.

Student Grievances

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, harassment by staff or fellow students.

Student Health and Counselling Services

The activities associated with providing counselling to a student for various reasons including unacceptable behaviour, personal problems and medical difficulties. Includes support services and programs such as immunisations, psychological counselling and medical assessments provided by the agency in meeting the health and welfare needs of students. Drug education, Austudy implications, absences, youth support services, intervention and support programs. Also includes the provision of treatment, counselling and advice for medical, dental and personal issues (it does not include career counselling for students or staff).

Submissions

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the agency. [TARDiS]

Visits

The activities involved in arranging visits by other agencies, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other agencies. [TARDiS]

TEACHER QUALIFICATION REGULATIONS

The function of managing a regulatory framework for the teaching profession, teacher qualification requirements for teaching in ACT government schools, and recognition of teacher education programs. Includes liaison with academic and other teacher educational institutions regarding courses.

[Use TARDiS STAFF DEVELOPMENT for teacher training and professional development.]

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

Conferences

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc. [TARDiS]

Enquiries

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

TEACHER QUALIFICATION REGULATIONS

The function of managing a regulatory framework for the teaching profession, teacher qualification requirements for teaching in ACT government schools, and recognition of teacher education programs. Includes liaison with academic and other teacher educational institutions regarding courses.

[Use TARDiS STAFF DEVELOPMENT for teacher training and professional development.]

Exhibitions

The activities associated with using agency material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the agency. [TARDiS]

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. [TARDiS]

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings. [TARDiS]

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

Procedures

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

TEACHER QUALIFICATION REGULATIONS

The function of managing a regulatory framework for the teaching profession, teacher qualification requirements for teaching in ACT government schools, and recognition of teacher education programs. Includes liaison with academic and other teacher educational institutions regarding courses.

[Use TARDiS STAFF DEVELOPMENT for teacher training and professional development.]

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. [TARDiS]

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. [TARDiS]

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance the quality and efficiency of the agency. [TARDiS]

Training

The activities associated with all aspects of training (external/internal) available to staff. [TARDiS]

TRAINING & VOCATIONAL EDUCATION

The function of developing, planning, funding, managing and reporting education and training opportunities, programs and initiatives for school students in the ACT. Includes the setting of strategies and policies for the Vocational Education & Training (VET) and higher education sectors. Includes the registration and monitoring of university and private higher education providers, as required under relevant legislation. The function also includes assessment of applicants for approvals (registration of providers, accreditation of courses) and approval and monitoring of training contracts.

For strategic issues in relation to cross-sectoral education and training in the ACT use EDUCATION STRATEGY

Accreditation

The activities associated with the granting of authoritative permission, approval, consent or accreditation to undertake specific tasks, after the required standards have been met. Includes the accreditation of individuals, groups or corporations.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority. [TARDiS]

Apprentices / Trainees

The activities associated with combined structured training and paid employment to gain experience in the workplace as well as to achieve a nationally recognised qualification. May include arrangements for work experience.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits. [TARDiS]

TRAINING & VOCATIONAL EDUCATION

The function of developing, planning, funding, managing and reporting education and training opportunities, programs and initiatives for school students in the ACT. Includes the setting of strategies and policies for the Vocational Education & Training (VET) and higher education sectors. Includes the registration and monitoring of university and private higher education providers, as required under relevant legislation. The function also includes assessment of applicants for approvals (registration of providers, accreditation of courses) and approval and monitoring of training contracts.

For strategic issues in relation to cross-sectoral education and training in the ACT use EDUCATION STRATEGY

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [TARDiS]

Enquiries

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

Events

The activities relating to the arrangements, bookings and support for local suppliers to attend, display or promote events such as trade displays, event participation, open days, etc. [TARDiS]

TRAINING & VOCATIONAL EDUCATION

The function of developing, planning, funding, managing and reporting education and training opportunities, programs and initiatives for school students in the ACT. Includes the setting of strategies and policies for the Vocational Education & Training (VET) and higher education sectors. Includes the registration and monitoring of university and private higher education providers, as required under relevant legislation. The function also includes assessment of applicants for approvals (registration of providers, accreditation of courses) and approval and monitoring of training contracts.

For strategic issues in relation to cross-sectoral education and training in the ACT use EDUCATION STRATEGY

Grant Administration

The processes involved with managing and acquittal of grant funding. Includes the records documenting and reporting on decisions relating to the possible and actual allocations of funds.

Grant funding

The activities associated with the application for and receipt of grants. [TARDiS]

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies. [TARDiS]

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. [TARDiS]

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation. [TARDiS]

TRAINING & VOCATIONAL EDUCATION

The function of developing, planning, funding, managing and reporting education and training opportunities, programs and initiatives for school students in the ACT. Includes the setting of strategies and policies for the Vocational Education & Training (VET) and higher education sectors. Includes the registration and monitoring of university and private higher education providers, as required under relevant legislation. The function also includes assessment of applicants for approvals (registration of providers, accreditation of courses) and approval and monitoring of training contracts.

For strategic issues in relation to cross-sectoral education and training in the ACT use EDUCATION STRATEGY

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings. [TARDiS]

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

Procedures

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Registration

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. [TARDiS]

TRAINING & VOCATIONAL EDUCATION

The function of developing, planning, funding, managing and reporting education and training opportunities, programs and initiatives for school students in the ACT. Includes the setting of strategies and policies for the Vocational Education & Training (VET) and higher education sectors. Includes the registration and monitoring of university and private higher education providers, as required under relevant legislation. The function also includes assessment of applicants for approvals (registration of providers, accreditation of courses) and approval and monitoring of training contracts.

For strategic issues in relation to cross-sectoral education and training in the ACT use EDUCATION STRATEGY

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. [TARDiS]

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. [TARDiS]

Student Training

The activities associated with all aspects of training (external/internal) available to students.

Submissions

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

RECORDS DISPOSAL SCHEDULE

STUDENT ADMINISTRATION

The function of managing school students. Includes admissions, enrolment, exchange programmes, misconduct processes, graduation, prizes and scholarships.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|---|
| 171.004.001 ■■■■■■■■■■■■■■■■■■■■ | Final version of addresses made by the chief Minister or portfolio Minister or senior agency officers at major public occasions. | Retain as Territory Archives |
| 171.004.002 ■■■■■■■■■■■■■■■■■■■■ | Final versions of other addresses delivered in the routine promotion of the agency's service or products. | Destroy 2 years after last presentation |
| 171.004.003 ■■■■■■■■■■■■■■■■■■■■ | Working papers documenting the development of addresses, including drafts. | Destroy 6 months after action completed |

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|--|
| 171.005.001 ■■■■■■■■■■■■■■■■■■■■ | Receipt and provision of advice that resulted in major changes. Includes advice provided by consultants. | Retain as Territory Archives |
| 171.005.002 ■■■■■■■■■■■■■■■■■■■■ | Receipt and provision of all other advice. Includes advice provided by consultants. | Destroy 5 years after action completed |
| 171.005.003 ■■■■■■■■■■■■■■■■■■■■ | Working papers documenting the development of advice. | Destroy 2 years after action completed |

STUDENT ADMINISTRATION

The function of managing school students. Includes admissions, enrolment, exchange programmes, misconduct processes, graduation, prizes and scholarships.

Procedures

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|---|
| 171.082.001 ■■■■■■■■■■■■■■■■■■■■ | Master set of agency manuals, handbooks, and directives etc. detailing procedures. | Destroy 7 years after procedures are superseded |
| 171.082.002 ■■■■■■■■■■■■■■■■■■■■ | Records documenting the development of agency procedures. | Destroy 2 years after procedures are superseded |

Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|--|
| 171.084.001 ■■■■■■■■■■■■■■■■■■■■ | Records documenting public reaction and agency responses. | Destroy 6 years after action completed |

[For suggestions received from the public use
- Suggestions]

STUDENT ADMINISTRATION

The function of managing school students. Includes admissions, enrolment, exchange programmes, misconduct processes, graduation, prizes and scholarships.

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|--|
| 171.090.001 ■■■■■■■■■■■■■■■■■■■■ | Records documenting the nomination, appointment and resignation and/or termination of staff members on external committees and government boards. | Destroy 3 years after end of appointment |

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|--|
| 171.091.001 ■■■■■■■■■■■■■■■■■■■■ | Records documenting detailed research carried out to support the function. | Retain as Territory Archives |
| 171.091.002 ■■■■■■■■■■■■■■■■■■■■ | Records documenting routine research carried out to support the function. | Destroy 7 years after action completed |

STUDENT ADMINISTRATION

The function of managing school students. Includes admissions, enrolment, exchange programmes, misconduct processes, graduation, prizes and scholarships.

Student Identification

The provision of student identification, usually in the form of student ID cards, including library cards.

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|--|
| 171.192.001 ■■■■■■■■■■■■■■■■■■■■ | Records relating to the provision or replacement of student identification cards/documents. | Destroy 3 years after action completed |
| 171.192.002 ■■■■■■■■■■■■■■■■■■■■ | Statutory declarations or other forms completed by students for replacement student identification card. | Destroy 2 years after action completed |
| 171.192.003 ■■■■■■■■■■■■■■■■■■■■ | Application for a student identification card. | Destroy 1 year after authority expires |

Student Misconduct

The activities and actions associated with the disciplinary process for processing student complaints against fellow students. Includes investigations, charges, punishment and appeals.

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|--|
| 171.348.001 ■■■■■■■■■■■■■■■■■■■■ | Records documentation agency investigations of student misconduct that result in disciplinary action being taken. Includes appeals against the decision. | Destroy 7 years after action completed |
| 171.348.002 ■■■■■■■■■■■■■■■■■■■■ | Records documenting investigation of misconduct that are unsubstantiated. | Destroy 2 years after investigation is completed |

STUDENT SERVICES

The function of supporting individual students throughout their attendance, and assisting them to undertake and successfully complete their studies, at preschool, primary, secondary and college schools. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|--|
| 172.005.001 ■■■■■■■■■■■■■■■■■■■■ | Receipt and provision of advice that resulted in major changes. Includes advice provided by consultants. | Retain as Territory Archives |
| 172.005.002 ■■■■■■■■■■■■■■■■■■■■ | Receipt and provision of all other advice. Includes advice provided by consultants. | Destroy 5 years after action completed |
| 172.005.003 ■■■■■■■■■■■■■■■■■■■■ | Working papers documenting the development of advice. | Destroy 2 years after action completed |

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|--|
| 172.006.001 ■■■■■■■■■■■■■■■■■■■■ | Agreements and supporting documents. Includes: - Contracts; and - Project scope documents. | Destroy 7 years after action completed |

STUDENT SERVICES

The function of supporting individual students throughout their attendance, and assisting them to undertake and successfully complete their studies, at preschool, primary, secondary and college schools. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Discipline

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|--|
| 172.033.001 ■■■■■■■■■■■■■■■■■■■■ | Records documenting allegations into misconduct which are investigated, either by the agency or an external authority, and where allegations are proved to be unfounded and the person has requested the retention of the records. | Destroy 7 years after action completed |
| 172.033.002 ■■■■■■■■■■■■■■■■■■■■ | Records documenting investigations of misconduct. | Destroy 5 years after action completed |
| 172.033.003 ■■■■■■■■■■■■■■■■■■■■ | Records documenting allegations into misconduct where no follow-up investigation is made (i.e. where allegations are proved to be frivolous or vexatious) | Destroy 2 years after action completed |
| 172.033.004 ■■■■■■■■■■■■■■■■■■■■ | Records documenting investigations of misconduct which are investigated, either by the agency or an external authority, and where allegations are proved to be unfounded and the person has not requested the retention of the records. | Destroy 2 years after action completed |

STUDENT SERVICES

The function of supporting individual students throughout their attendance, and assisting them to undertake and successfully complete their studies, at preschool, primary, secondary and college schools. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|--|
| 172.053.001 ■■■■■■■■■■■■■■■■■■■■ | Records documenting the implementation of plans, policies and procedures developed to support the function. | Destroy 3 years after action completed |

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|--|
| 172.067.001 ■■■■■■■■■■■■■■■■■■■■ | Liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects and exchanges of information. | Destroy 3 years after action completed |

STUDENT SERVICES

The function of supporting individual students throughout their attendance, and assisting them to undertake and successfully complete their studies, at preschool, primary, secondary and college schools. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|---|
| 172.072.001 ■■■■■■■■■■■■■■■■■■■■ | Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies. | Destroy 3 years after action completed |
| 172.072.002 ■■■■■■■■■■■■■■■■■■■■ | Working papers documenting the conduct and administration of meetings. Includes: - Agenda; - Notices of meetings; and - Draft minutes. | Destroy 6 months after action completed |

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|---|
| 172.079.001 ■■■■■■■■■■■■■■■■■■■■ | Final version of plans for major projects. | Retain as Territory Archives |
| 172.079.002 ■■■■■■■■■■■■■■■■■■■■ | Final version of plans for other projects. | Destroy 5 years after plan is superseded |
| 172.079.003 ■■■■■■■■■■■■■■■■■■■■ | Working papers used to develop plans for projects. Includes: - Draft plans; - Reports analysing issues; and - Comments on draft plans. | Destroy 1 year after adoption of the final plan |

STUDENT SERVICES

The function of supporting individual students throughout their attendance, and assisting them to undertake and successfully complete their studies, at preschool, primary, secondary and college schools. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|---|
| 172.088.001 ■■■■■■■■■■■■■■■■■■■■ | Final version of formal reports and reports made to external agencies. | Retain as Territory Archives |
| 172.088.002 ■■■■■■■■■■■■■■■■■■■■ | Final versions of periodic reports used to monitor and document recurring activities. Includes the collection and reporting of statistical information. | Destroy 3 years after action completed |
| 172.088.003 ■■■■■■■■■■■■■■■■■■■■ | Responses to surveys. | Destroy 3 years after action completed |
| 172.088.004 ■■■■■■■■■■■■■■■■■■■■ | Working papers documenting the development of all reports. Includes drafts and comments received. | Destroy 6 months after action completed |

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|--|
| 172.090.001 ■■■■■■■■■■■■■■■■■■■■ | Records documenting the nomination, appointment and resignation and/or termination of staff members on external committees and government boards. | Destroy 3 years after end of appointment |

STUDENT SERVICES

The function of supporting individual students throughout their attendance, and assisting them to undertake and successfully complete their studies, at preschool, primary, secondary and college schools. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. [TARDiS]

| Entry No. | Description of Records | Disposal Action |
|-------------------------------------|--|--|
| 172.091.001 ■■■■■■■■■■■■■■■■■■■■ | Records documenting detailed research carried out to support the function. | Retain as Territory Archives |
| 172.091.002 ■■■■■■■■■■■■■■■■■■■■ | Records documenting routine research carried out to support the function. | Destroy 7 years after action completed |

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. [TARDiS]

| Entry No. | Description of Records | Disposal Action |
|-------------------------------------|---|--|
| 172.093.001 ■■■■■■■■■■■■■■■■■■■■ | Final report and action plan. | Retain as Territory Archives |
| 172.093.002 ■■■■■■■■■■■■■■■■■■■■ | Other records documenting a review of agency programs and operations. Includes documents establishing the review. | Destroy 5 years after action completed |
| 172.093.003 ■■■■■■■■■■■■■■■■■■■■ | Working papers documenting a review of agency programs and operations. | Destroy 2 years after action completed |

STUDENT SERVICES

The function of supporting individual students throughout their attendance, and assisting them to undertake and successfully complete their studies, at preschool, primary, secondary and college schools. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Special Needs Support

Provision of services such as assistance to disabled students, foreign students, etc. This may include the provision of special needs services during examinations such as interpreters, reading assistance for sight impaired students, disabled access, etc.

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|--|
| 172.197.001 ■■■■■■■■■■■■■■■■■■■■ | Records relating to administrative arrangements for the provision of special needs support services. | Destroy 7 years after action completed |

Student Careers Advice

Advice on student career and course options.

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|--|
| 172.198.001 ■■■■■■■■■■■■■■■■■■■■ | Records relating to arrangements for employers to conduct recruitment activities. | Destroy 2 years after action completed |
| 172.198.002 ■■■■■■■■■■■■■■■■■■■■ | Records relating to Vacation Work, Cadetship's, Scholarships, Internships, Coop Year Programs, Work Experience and Direct Placements (including Graduate Programs). | Destroy 2 years after action completed |
| 172.198.003 ■■■■■■■■■■■■■■■■■■■■ | Records relating to advertisement of, and opportunities for students to undertake work experience. | Destroy 2 years after action completed |
| 172.198.004 ■■■■■■■■■■■■■■■■■■■■ | Records of arrangements for, and the conduct of workshops, seminars and courses of training for student careers advice. | Destroy 2 years after action completed |
| 172.198.005 ■■■■■■■■■■■■■■■■■■■■ | Records relating to the collection of statistics relating to student careers advice. | Destroy 1 year after action completed |

STUDENT SERVICES

The function of supporting individual students throughout their attendance, and assisting them to undertake and successfully complete their studies, at preschool, primary, secondary and college schools. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Student Graduation

Admission to degree, diploma, certificate, statement of attainment or other qualification.

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|---|
| 172.191.001 ■■■■■■■■■■■■■■■■■■■■ | Register of graduates. | Retain as Territory Archives |
| 172.191.002 ■■■■■■■■■■■■■■■■■■■■ | Records documenting administrative arrangements for graduation ceremonies. Includes: - Invitations; - Guest lists; - Catering; - Venue bookings; and - Entertainment. | Destroy 2 years after action completed |
| 172.191.003 ■■■■■■■■■■■■■■■■■■■■ | Records relating to the notification of students of their eligibility to graduate. Includes outstanding financial obligations, etc. | Destroy 1 year after action completed |
| 172.191.004 ■■■■■■■■■■■■■■■■■■■■ | Records relating to the acceptance of students of the offer to graduate e.g. Graduation responses. | Destroy 6 months after action completed |

STUDENT SERVICES

The function of supporting individual students throughout their attendance, and assisting them to undertake and successfully complete their studies, at preschool, primary, secondary and college schools. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Student Grievances

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, harassment by staff or fellow students.

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|--|
| 172.326.001 ■■■■■■■■■■■■■■■■■■■■ | <p>Records documenting formal grievances lodged by a student and considered either internally within the organisation or by an external body. Includes:</p> <ul style="list-style-type: none">- Notes of meetings;- Reports; and- Recommendations. <p>[For records covering disciplinary action against a student resulting from a grievance use TERTIARY STUDENT ADMINISTRATION - Student Misconduct</p> <p>For records covering disciplinary action against a staff member resulting from a grievance use TARDiS PERSONNEL - Discipline].</p> | Destroy 5 years after action completed |

STUDENT SERVICES

The function of supporting individual students throughout their attendance, and assisting them to undertake and successfully complete their studies, at preschool, primary, secondary and college schools. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Student Health and Counselling Services ...continued

The activities associated with providing counselling to a student for various reasons including unacceptable behaviour, personal problems and medical difficulties. Includes support services and programs such as immunisations, psychological counselling and medical assessments provided by the agency in meeting the health and welfare needs of students. Drug education, Austudy implications, absences, youth support services, intervention and support programs. Also includes the provision of treatment, counselling and advice for medical, dental and personal issues (it does not include career counselling for students or staff).

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--------------------------------------|---------------------------------------|
| 172.199.005 ■■■■■■■■■■■■■■■■■■■■ | Appointments register | Destroy 1 year after action completed |

TEACHER QUALIFICATION REGULATIONS

The function of managing a regulatory framework for the teaching profession, teacher qualification requirements for teaching in ACT government schools, and recognition of teacher education programs. Includes liaison with academic and other teacher educational institutions regarding courses.

[Use TARDiS STAFF DEVELOPMENT for teacher training and professional development.]

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|--|
| 173.020.001 ■■■■■■■■■■■■■■■■■■■■ | Records of high-level external and internal committees formed to manage or advise on major decisions. Includes final versions of documents: <ul style="list-style-type: none">- Establishing the committee; and- Terms of reference;- appointment of members;- minutes;- reports;- recommendations; and- supporting documents such as briefing and discussion papers. | Retain as Territory Archives |
| 173.020.002 ■■■■■■■■■■■■■■■■■■■■ | Records documenting declarations of members' private interests. | Destroy 7 years after termination of appointment |
| 173.020.003 ■■■■■■■■■■■■■■■■■■■■ | Records relating to other external or internal committees formed to consider specific matters. Includes: <ul style="list-style-type: none">- Final versions of documents establishing the committee;- Terms of reference;- Appointment of members;- Minutes;- Reports;- Recommendations; and- Supporting documents such as briefing and discussion papers. | Destroy 5 years after action completed |

TEACHER QUALIFICATION REGULATIONS

The function of managing a regulatory framework for the teaching profession, teacher qualification requirements for teaching in ACT government schools, and recognition of teacher education programs. Includes liaison with academic and other teacher educational institutions regarding courses.

[Use TARDiS STAFF DEVELOPMENT for teacher training and professional development.]

Committees ...continued

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|---|
| 173.020.004 ■■■■■■■■■■■■■■■■■■■■ | Records of working papers and administration of committees. Includes: - Agenda; - Notice of meetings; - Draft minutes; and - Room bookings | Destroy 6 months after action completed |

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|--|
| 173.021.001 ■■■■■■■■■■■■■■■■■■■■ | Compliance with mandatory or optional standards with statutory requirements. | Destroy 7 years after action completed |

TEACHER QUALIFICATION REGULATIONS

The function of managing a regulatory framework for the teaching profession, teacher qualification requirements for teaching in ACT government schools, and recognition of teacher education programs. Includes liaison with academic and other teacher educational institutions regarding courses.

[Use TARDiS STAFF DEVELOPMENT for teacher training and professional development.]

Enquiries

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--------------------------------------|--|
| 173.040.001 ■■■■■■■■■■■■■■■■■■■■ | Records handling public enquiries. | Destroy 2 years after action completed |

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|---|
| 173.042.001 ■■■■■■■■■■■■■■■■■■■■ | External and internal reports evaluating potential or existing services and systems. | Retain as Territory Archives |
| 173.042.002 ■■■■■■■■■■■■■■■■■■■■ | Other records documenting the evaluation and ongoing monitoring of the function. | Destroy 3 years after action completed |
| 173.042.003 ■■■■■■■■■■■■■■■■■■■■ | Working papers supporting external or internal reports evaluation the function. | Destroy 6 months after action completed |

Exhibitions

The activities associated with using agency material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the agency. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|--|
| 173.044.001 ■■■■■■■■■■■■■■■■■■■■ | Records documenting the mounting of displays. Includes exhibition brief and design, and arrangements for setting up a display. | Destroy 3 years after action completed |

TEACHER QUALIFICATION REGULATIONS

The function of managing a regulatory framework for the teaching profession, teacher qualification requirements for teaching in ACT government schools, and recognition of teacher education programs. Includes liaison with academic and other teacher educational institutions regarding courses.

[Use TARDiS STAFF DEVELOPMENT for teacher training and professional development.]

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|--|
| 173.067.001 ■■■■■■■■■■■■■■■■■■■■ | Liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects and exchanges of information. | Destroy 3 years after action completed |

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|---|
| 173.072.001 ■■■■■■■■■■■■■■■■■■■■ | Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies. | Destroy 3 years after action completed |
| 173.072.002 ■■■■■■■■■■■■■■■■■■■■ | Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes. | Destroy 6 months after action completed |

TEACHER QUALIFICATION REGULATIONS

The function of managing a regulatory framework for the teaching profession, teacher qualification requirements for teaching in ACT government schools, and recognition of teacher education programs. Includes liaison with academic and other teacher educational institutions regarding courses.

[Use TARDiS STAFF DEVELOPMENT for teacher training and professional development.]

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-----------------------------------|---|---|
| 173.079.001 ■■■■■■■■■■■■■■■■■■ | Final version of plans for major projects. | Retain as Territory Archives |
| 173.079.002 ■■■■■■■■■■■■■■■■■■ | Final version of plans for other projects. | Destroy 5 years after plan is superseded |
| 173.079.003 ■■■■■■■■■■■■■■■■■■ | Working papers used to develop plans for projects. Includes: - Draft plans; - Reports analysing issues; and - Comments on draft plans. | Destroy 1 year after adoption of the final plan |

TEACHER QUALIFICATION REGULATIONS

The function of managing a regulatory framework for the teaching profession, teacher qualification requirements for teaching in ACT government schools, and recognition of teacher education programs. Includes liaison with academic and other teacher educational institutions regarding courses.

[Use TARDiS STAFF DEVELOPMENT for teacher training and professional development.]

Procedures

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|---|
| 173.082.001 ■■■■■■■■■■■■■■■■■■■■ | Master set of agency manuals, handbooks, and directives etc. detailing procedures. | Destroy 7 years after procedures are superseded |
| 173.082.002 ■■■■■■■■■■■■■■■■■■■■ | Records documenting the development of agency procedures. | Destroy 2 years after procedures are superseded |

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|--|
| 173.091.001 ■■■■■■■■■■■■■■■■■■■■ | Records documenting detailed research carried out to support the function. | Retain as Territory Archives |
| 173.091.002 ■■■■■■■■■■■■■■■■■■■■ | Records documenting routine research carried out to support the function. | Destroy 7 years after action completed |

TEACHER QUALIFICATION REGULATIONS

The function of managing a regulatory framework for the teaching profession, teacher qualification requirements for teaching in ACT government schools, and recognition of teacher education programs. Includes liaison with academic and other teacher educational institutions regarding courses.

[Use TARDiS STAFF DEVELOPMENT for teacher training and professional development.]

Training

The activities associated with all aspects of training (external/internal) available to staff. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|--|
| 173.105.001 ■■■■■■■■■■■■■■■■■■■■ | Records documenting the administration of training schemes for teachers. | Destroy 7 years after action completed |
| 173.105.002 ■■■■■■■■■■■■■■■■■■■■ | Notices of examination results of courses attended by teachers. | Destroy 7 years after action completed |
| 173.105.003 ■■■■■■■■■■■■■■■■■■■■ | Records documenting the administration of government-wide training initiatives. | Destroy 5 years after action completed |
| 173.105.004 ■■■■■■■■■■■■■■■■■■■■ | Records detailing teacher attendance at courses. | Destroy 3 years after action completed |
| 173.105.005 ■■■■■■■■■■■■■■■■■■■■ | Records documenting assessments of internally and externally conducted courses. Includes course evaluations made by staff after attending courses. | Destroy 3 years after action completed |
| 173.105.006 ■■■■■■■■■■■■■■■■■■■■ | Records detailing administrative arrangements supporting the conduct of training courses run by the agency. Includes: - Processing applications; - Venue bookings; - Hire of equipment; and - Catering. [For the payment of accounts supporting the running of courses, use TARDiS FINANCIAL MANAGEMENT - Accounting and Payments) | Destroy 2 years after action completed |

TRAINING & VOCATIONAL EDUCATION

The function of developing, planning, funding, managing and reporting education and training opportunities, programs and initiatives for school students in the ACT. Includes the setting of strategies and policies for the Vocational Education & Training (VET) and higher education sectors. Includes the registration and monitoring of university and private higher education providers, as required under relevant legislation. The function also includes assessment of applicants for approvals (registration of providers, accreditation of courses) and approval and monitoring of training contracts.

For strategic issues in relation to cross-sectoral education and training in the ACT use EDUCATION STRATEGY

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|--|
| 174.067.001 ■■■■■■■■■■■■■■■■■■■■ | Liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects and exchanges of information. | Destroy 3 years after action completed |

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|--|
| 174.070.001 ■■■■■■■■■■■■■■■■■■■■ | Records documenting the marketing of the function. Includes research and assessment of products against market trends, sale forecasting, pricing and liaison with retailers. | Destroy 5 years after action completed |

[For the development of a marketing plan, use Planning]

TRAINING & VOCATIONAL EDUCATION

The function of developing, planning, funding, managing and reporting education and training opportunities, programs and initiatives for school students in the ACT. Includes the setting of strategies and policies for the Vocational Education & Training (VET) and higher education sectors. Includes the registration and monitoring of university and private higher education providers, as required under relevant legislation. The function also includes assessment of applicants for approvals (registration of providers, accreditation of courses) and approval and monitoring of training contracts.

For strategic issues in relation to cross-sectoral education and training in the ACT use EDUCATION STRATEGY

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|---|
| 174.072.001 ■■■■■■■■■■■■■■■■■■■■ | Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies. | Destroy 3 years after action completed |
| 174.072.002 ■■■■■■■■■■■■■■■■■■■■ | Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes. | Destroy 6 months after action completed |

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|---|
| 174.079.001 ■■■■■■■■■■■■■■■■■■■■ | Final version of plans for major projects. | Retain as Territory Archives |
| 174.079.002 ■■■■■■■■■■■■■■■■■■■■ | Working papers used to develop plans for projects. Includes draft plans, reports analysing issues, and comments on draft plans. | Destroy 5 years after plan is superseded |
| 174.079.003 ■■■■■■■■■■■■■■■■■■■■ | Working papers used to develop plans for projects. Includes draft plans, reports analysing issues, and comments on draft plans. | Destroy 1 year after adoption of the final plan |

RETAIN AS TERRITORY ARCHIVES

Classes for Retention as Territory Archives

EDUCATION STRATEGY

The function of developing and planning the provision of education to all the ACT community, across the preschool, primary and secondary education sectors. Includes the development of policy and legislation which sets the direction of education in the Territory, as well as setting specialised policies for students with disabilities, indigenous students and distance education.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|-------------------------------|
| 168.005.001 ■■■■■■■■■■■■■■■■■■■■ | Receipt and provision of advice that resulted in major changes. Includes advice provided by consultants. | Retain as Territory Archives |

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|-------------------------------|
| 168.013.001 ■■■■■■■■■■■■■■■■■■■■ | Final report of an internal or external audit (e.g. conducted by an external authority such as the ACT Auditor General's Office) where: - The audit report is qualified by the auditor; or - There are major or significant changes to practices. | Retain as Territory Archives |

Classes for Retention as Territory Archives

EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)

The function of managing relationships between the agency and the private sector for developing education in Preschool, Primary, Secondary and College environments. Includes professional bodies, industry and educational/training institutions such as universities.

[Use TARDiS GOVERNMENT RELATIONS when the relationships are with the public sector.]

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|-------------------------------|
| 169.062.001 ■■■■■■■■■■■■■■■■■■■■ | Working papers relating to the establishment and negotiation and management of joint venture agreements of major significance. | Retain as Territory Archives |

Media relations

The activities associated with establishing a relationship between the media and the agency. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--------------------------------------|-------------------------------|
| 169.071.001 ■■■■■■■■■■■■■■■■■■■■ | Master set of agency media releases. | Retain as Territory Archives |

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|-------------------------------|
| 169.079.001 ■■■■■■■■■■■■■■■■■■■■ | Final version of plans for major projects. | Retain as Territory Archives |

Classes for Retention as Territory Archives

EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)

The function of managing relationships between the agency and the private sector for developing education in Preschool, Primary, Secondary and College environments. Includes professional bodies, industry and educational/training institutions such as universities.

[Use TARDiS GOVERNMENT RELATIONS when the relationships are with the public sector.]

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|-------------------------------|------------------------------|
| 169.093.001 ■■■■■■■■■■■■■■■■■■■■ | Final report and action plan. | Retain as Territory Archives |

Submissions

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|------------------------------|
| 169.102.001 ■■■■■■■■■■■■■■■■■■■■ | Development of submissions (other than Cabinet submission) relating to significant issues. | Retain as Territory Archives |
| 169.102.002 ■■■■■■■■■■■■■■■■■■■■ | Working papers documenting the development of Cabinet submissions. | Retain as Territory Archives |

Classes for Retention as Territory Archives

SCHOOL MANAGEMENT

The function of managing the administration and structure of schools such as opening, naming, closure, amalgamation, registrations and operations of schools. Includes matters relating to school activities and school-based responsibilities.

Examination and Assessment

The process of testing knowledge and understanding of students by examination and other techniques, such as ongoing assessment. Includes arrangements for subject and university entrance examinations.

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|-------------------------------|
| 170.186.001 ■■■■■■■■■■■■■■■■■■■■ | Examination assessment returns/or results sheets. Includes amendments to (examination returns). | Retain as Territory Archives |

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|-------------------------------|
| 170.062.001 ■■■■■■■■■■■■■■■■■■■■ | Working papers relating to the establishment and negotiation and management of joint venture agreements of major significance. | Retain as Territory Archives |

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|-------------------------------|
| 170.079.001 ■■■■■■■■■■■■■■■■■■■■ | Final version of plans for major projects. Includes teacher programs. | Retain as Territory Archives |

Classes for Retention as Territory Archives

STUDENT ADMINISTRATION

The function of managing school students. Includes admissions, enrolment, exchange programmes, misconduct processes, graduation, prizes and scholarships.

Awards, Prizes and Medals

The activity of bestowing on students informal awards, scholarships, bursaries, prizes or fellowships. They may take the form of money, medals, certificates, the waiving of fees, merit awards and other forms of acknowledgement of achievement. Some will have conditions placed on the student and/or the institution. This includes both internal and external awards.

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|-------------------------------|
| 171.181.001 ■■■■■■■■■■■■■■■■■■■■ | Records relating to significant, ongoing or perpetual awards. Includes records of donors/sponsors, successful applications, nominations and supporting documents as well as records of the decision making process. | Retain as Territory Archives |

Celebrations

The activities associated with arranging and managing festivities to honour a particular activity.

[For addresses made at celebrations, use Addresses.

For managing financial transactions supporting celebrations activities, use - Accounting and/or - Payments.] [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|-------------------------------|
| 171.017.001 ■■■■■■■■■■■■■■■■■■■■ | Programs, invitations, guest lists and photographs relating to celebratory festivities held to honour an event of major importance e.g. a significant anniversary. | Retain as Territory Archives |

Classes for Retention as Territory Archives

STUDENT ADMINISTRATION

The function of managing school students. Includes admissions, enrolment, exchange programmes, misconduct processes, graduation, prizes and scholarships.

Student Transcripts

The official record of the marks/grades achieved by a student in the course of the degree or program undertaken. May also be known as final results.

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|-------------------------------|
| 171.193.001 ■■■■■■■■■■■■■■■■■■■■ | A student's academic transcript/final results. | Retain as Territory Archives |

Student Work Placements

The activity of arranging work experience for students. Includes the management of potential employers.

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|---|-------------------------------|
| 171.376.001 ■■■■■■■■■■■■■■■■■■■■ | Records relating to the registration of student work experience placements. | Retain as Territory Archives |

Submissions

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

| <i>Entry No.</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|-------------------------------------|--|-------------------------------|
| 171.102.001 ■■■■■■■■■■■■■■■■■■■■ | Development of submissions (other than Cabinet submission) relating to significant issues. | Retain as Territory Archives |
| 171.102.002 ■■■■■■■■■■■■■■■■■■■■ | Working papers documenting the development of Cabinet submissions. | Retain as Territory Archives |

