



## Student Records and Results (Senior Secondary) Policy

### Context

St Patrick's College is a Catholic day and boarding school for boys in the Edmund Rice tradition, established in 1893. St Patrick's College is committed to providing a caring, supportive, and safe environment where every student has a place, a voice and their story is known. Edmund Rice Education Australia is committed to providing safe and supportive environments where all children and young people entrusted to our care are affirmed in their dignity and worth as a person.

### Background

Edmund Rice Education Australia (EREA), as St Patrick's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Patrick's College's particular school environment so that our policies reflect the needs of our students.

**Student** includes any person enrolled in the College, either as a day pupil or as a boarder.

### Source of Obligation

The Victorian Registration Standards (sch 8 cl 4 ETR Regs) (CECV Guidelines ref 7.4) requires that a senior secondary education provider must:

- have policies and procedures in place:
  - to maintain accurate student records and ensure the integrity of student assessments
  - if the provider is not the awarding body, to enable compliance with the requirements of the awarding body for the course with regard to the assessment program and the timely provision of student enrolments and results
  - if the provider is also the awarding body, to deal with the assessment program and the timely provision of student enrolments and results
  - to monitor patterns of student participation and completion rates, and the quality of outcomes of students in the registered senior secondary education qualification
  - to undertake an annual analysis (that is made publicly available) of student participation and completion rates and outcomes
- prepare and maintain records of student assessments and comply with appropriate requests to provide copies of a student's records to the student or a person authorised by the student to receive the records
- have processes in place that comply with the requirements of the awarding body for the course for the accurate and timely issuing of qualifications and for the retention, archiving and retrieval of sufficient information about student enrolments and results to enable the re-issue of statements and certificates if required.

### Student Records and Results

Our assessment and reporting policies and procedures are designed to allow monitoring and recording of each student's performance and provide each student and parent with access to accurate information about the student's performance.



## Shared Responsibility

Where the College shares responsibility for a senior secondary course with another provider, we maintain a copy of the written agreement between the College and the provider stating how the requirements of the student records and results standard will be met.

## Documentation

The College maintains documentation that evidences our procedures for assessment and reporting. This documentation is maintained by the **Heads of Faculties** and copies of all documents are stored in **College File Libraries**.

## CECV Role

The CECV will coordinate the application for senior secondary with the VCAA and VRQA as required.

## Implementation

St Patrick's College has set up a series of compliance tasks in **CompliSpace Assurance**, to ensure that key obligations under the Victorian Registration Standards and CECV Guidelines are managed effectively.

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## Status of Policy

This policy has been developed by CompliSpace.

This policy was extracted from the CompliSpace portal on 7 July 2021.

This policy has been endorsed by the College Advisory Council on [date].

This policy is due to be updated in 12 months from the date endorsed by the College Advisory Council unless required earlier.