

Retention and Disposal Authority for Records of the Curriculum and Assessment Functions

Authority number: PROS 08/10 VAR 1



PROS 08/10 VAR 1

**Retention and Disposal Authority for Records of
the Curriculum and Assessment Functions**

Issued Date: 19/11/2018

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Variation 1

Public Records Act 1973 (Section 12)

Retention and Disposal Authority for Records of the Curriculum and Assessment Functions

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of the Curriculum Assessment Functions, issued as Public Record Office Standard (PROS) 08/10 on 06/01/2009, as follows:

Extension of the application of this Standard until 31/12/2021

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date: 19/11/2018

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Retention and Disposal Authority No	PROS 08/10 VAR 1
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Scope	
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Status	Issued by Keeper
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Issue Date	19/11/2018
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Introduction

Purpose of this Authority

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

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

Context of this Authority

Public Record Office Victoria Standards

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

Disposal of records identified in the Authority

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

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

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

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

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

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

Normal Administrative Practice

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

The following material may be destroyed under NAP:

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

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Transfer of records to Public Record Office Victoria

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

Use of Other Authorities

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

Explanation of Authority Headings

Class Number

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

Description

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

Status

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

Custody

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 - Management of Electronic Records (Version 2). The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*

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Concurrence of Public Office

This Authority has the concurrence of:

Signature: [signed]

Name: John Firth

Position: Chief Executive Officer,
Victorian Curriculum and Assessment Authority

Date: 18/12/2008

Establishment of Standard

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

Justine Heazlewood, Keeper of Public Records

Date of Issue: 06/01/2009

Retention and Disposal Authority for Records of the Curriculum and Assessment Functions

Authority number: PROS 08/10 VAR 1

No	Function/Activity	Description	Status	Disposal Action
1	Curriculum	<p>The development, review and implementation of all education curriculum by the Victorian Curriculum and Assessment Authority (VCAA). Includes:</p> <ul style="list-style-type: none"> • the development and management of curriculum at Prep 10 level and at Senior Secondary level • the development and review of curriculum units for all qualifications administered by the VCAA • processes that support curriculum implementation such as the development of implementation support materials. <p><i>For the establishment of committees involved in the development and review of VCAA curriculum, see the General Retention and Disposal Authority for Records of Common Administrative Functions.</i></p> <p><i>For the management of contracts where other organisations are providing goods/services to VCAA, see the General Retention and Disposal Authority for Records of Common Administrative Functions.</i></p>		
1.1	Accreditation and Review	The development, accreditation and review of Prep 12 curriculum.		
1.1.1	Development, Accreditation and Review	Records that document the final accredited design of curriculum and standards for Prep 10 level and Senior Secondary qualifications. Includes records which document the development, accreditation,	Permanent	Retain as State archives

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Authority number: PROS 08/10 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>Curriculum - Accreditation and Review</i>				
		maintenance and review. <i>For individual curriculum units that make up a Senior Secondary qualification, see 1.1.2. and 1.1.3.</i>		
1.1.2	Individual Curriculum Units for Senior Secondary Qualifications - Final Design	Records that represent the final accredited design of individual curriculum units that make up Senior Secondary qualifications. Includes: <ul style="list-style-type: none"> • Victorian Certificate of Education (VCE) unit study designs • Victorian Certificate of Applied Learning (VCAL) unit booklets • VCE / Vocational Education and Training (VET) program booklets. 	Permanent	Retain as State archives
1.1.3	Individual Curriculum Units for Senior Secondary Qualifications - Development	Records documenting the development of individual curriculum units for Senior Secondary qualifications. Includes drafts and records of testing, validation and consultation. <i>For the final accredited design of curriculum, see class 1.1.2.</i>	Temporary	Destroy 5 years after curriculum unit replaced.
1.1.4	Text Advisory Panel Meetings	Master set of minutes, agenda, reports and	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>Curriculum - Accreditation and Review</i>				
		submissions to text advisory panels to determine the texts to be studied in selected VCE studies.		
1.1.5	Curriculum Resource Development	<p>The development of resources created to guide and assist teachers in the implementation of curriculum and individual units. Includes:</p> <ul style="list-style-type: none"> • individual unit assessment guides • curriculum resource kits • implementation guideline publications • sample units sample examinations • annotated work samples. 	Permanent	Retain as State archives
2	Assessment and Processing of Results	<p>The control of assessment for Prep 10 - curriculum and Victorian Senior Secondary qualifications. Includes:</p> <ul style="list-style-type: none"> • the design and conduct of methods of assessment, including formal examinations for Senior Secondary qualifications including the General Achievement Test (GAT) • the control of achievement monitoring examinations. <p><i>For the establishment of committees involved in assessment, see the General Retention and Disposal</i></p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>Assessment and Processing of Results - Methods of Assessment Development</i>				
		<i>Authority for Records of Common Administrative Functions.</i>		
2.1	Methods of Assessment Development	<p>The development of all methods of assessment. Includes:</p> <ul style="list-style-type: none"> • all written, oral, electronic/digital, or performance tasks, which are developed according to the requirements of accredited study designs and assessment guides • any examinations developed for statistical moderation purposes or to monitor achievement levels. 		
2.1.1	Approved Assessment	Records that document the final approved methods of assessment. Includes VCE and GAT examination question papers.	Permanent	Retain as State archives
2.1.2	Assessment Development	Records that document the development of approved methods of assessment. Includes drafts and records of testing and validation.	Temporary	Destroy 5 years after curriculum unit replaced.
2.2	Assessment	The assessment of Victorian students as part of Senior Secondary qualifications and achievement monitoring frameworks. Includes the marking of examination papers and school-based assessment tasks, and the management of results.		
2.2.1	Master Record of Results - Senior	The final record of student results for all Senior Secondary qualifications administered by the VCAA.	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>Assessment and Processing of Results - Assessment</i>				
	Secondary Qualifications	Includes the master record of all student result data, including school-based assessment tasks, external assessment examination result data, and other study score calculation data used to determine the students final study score. <i>For the master record of all school programs and candidates for Senior Secondary qualifications, see class 3.1.1.</i>		
2.2.2	VCE Examinations - Scripts and Raw Data	Individual student examination papers containing student responses to examination questions, and marking sheets containing assessment data for VCE examinations.	Temporary	Destroy 4 months after notification of results.
2.2.3	Master Record of Results - Achievement Monitoring Examinations	The master record of student results for achievement monitoring examinations.	Temporary	Destroy 50 years after conclusion of the school year in which the examination took place.
2.2.4	Achievement Monitoring Examinations - Scripts and Raw Data I	individual student examination papers containing student responses to examination questions, and marking sheets containing assessment data for achievement monitoring examinations.	Temporary	Destroy after at the conclusion of the school year.
2.2.5	Notification of Lost, Stolen or Damaged School-Assessed Tasks	Notifications from schools of lost, stolen or damaged school-assessed tasks.	Temporary	Destroy 4 months after notification of results.

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No	Function/Activity	Description	Status	Disposal Action
<i>Assessment and Processing of Results - Assessment</i>				
2.2.6	Applications for Extensions of Time or for the Late Entry of Assessment Data	Applications from schools for extensions of time or for the late entry of assessment data.	Temporary	Destroy 1 year after application assessed.
2.3	Examination Conduct	The management and control of all VCE and achievement monitoring examinations. Includes: <ul style="list-style-type: none"> • the authorisation of examination centres and the registration of authorised staff • the authorisation of different arrangements for students and schools that have special needs. 		
2.3.1	VCE Examinations - Notification of Students with Examination Scheduling Difficulties	Notifications from schools regarding students who have examination scheduling difficulties. Includes arrangements to sit alternative examinations.	Temporary	Destroy 2 years after notification of results.
2.3.2	VCE Examinations - Examination Centre Authorisations	Authorisation of venues as being suitable for holding VCE examinations. Includes the receipt and assessment of applications.	Temporary	Destroy 2 years after venue authorisation period ceases.
2.3.3	VCE and Achievement Monitoring Examinations - Authorised Staff	Records of school staff authorised to receive VCE and achievement monitoring examination packages.	Temporary	Destroy after examinations are conducted.

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No	Function/Activity	Description	Status	Disposal Action
<i>Assessment and Processing of Results - Examination Conduct</i>				
2.3.4	VCE and Achievement Monitoring Examinations - Applications to Vary Dates and Begin Examinations Early	Applications from schools to vary dates for VCE and achievement monitoring examinations. Includes the application, any supporting documentation, and the notification of result.	Temporary	Destroy 5 years after application assessed.
2.3.5	VCE Examinations - Applications to Sit Examinations Outside Victoria	Student applications to sit VCE or GAT examinations outside Victoria.	Temporary	Destroy 2 years after application assessed.
2.3.6	Achievement Monitoring Examinations - Requests for Special or Extra Materials	Applications from schools administering achievement monitoring examinations for special or extra materials. Includes applications for special Braille or large print materials.	Temporary	Destroy 1 year after date of examination.
2.3.7	VCE Examinations - Attendance	Records documenting student attendance at VCE examinations.	Temporary	Destroy 4 months after notification of results.
2.3.8	Achievement Monitoring Examinations - Participation Returns	Participation Returns for achievement monitoring examinations received from schools that record attendance and details of any incidents.	Temporary	Destroy after at the conclusion of the school year.
2.4	Results Review	Activities that review or confirm examinations and school-based assessment task results. Includes: <ul style="list-style-type: none"> • reviews that assess whether the correct 		

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No	Function/Activity	Description	Status	Disposal Action
<i>Assessment and Processing of Results - Results Review</i>				
		<p>procedure was applied where a student received an anomalous grade, that is, an examination result substantially lower than what the school expected</p> <ul style="list-style-type: none"> • the conduct of confirmation of grades checks • visits to schools to confirm that examinations are being correctly marked. 		
2.4.1	VCE Examinations - Confirmation of Grades	Applications from students and schools to check and confirm that the students examination result was correctly determined. Includes applications to inspect examination scripts.	Temporary	Destroy 1 year after application assessed.
2.4.2	School Visits	Records of visits to schools to review and confirm school marking for school-based assessment tasks for selected VCE studies.	Temporary	Destroy 4 months after the notification of results.
2.5	Special Consideration / Special Provision	The management of special consideration or special provision processes for students who experience adverse events or have special requirements.		
2.5.1	Examinations - Exemption Applications	Applications from schools on behalf of students seeking exemptions from compulsory examinations. Includes the GAT and achievement monitoring examinations.	Temporary	Destroy 1 year after application assessed.
2.5.2	VCE Studies - Irregularities	Applications from principals on behalf of students for special consideration in relation to events that have occurred which interrupt and adversely impact a	Temporary	Destroy 7 years after application assessed.

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No	Function/Activity	Description	Status	Disposal Action
<i>Assessment and Processing of Results - Special Consideration / Special Provision</i>				
		<p>students performance, and which are outside the students control. Examples include:</p> <ul style="list-style-type: none"> • power failures, emergency evacuations and other disruptive events during examinations • misprints or mistakes in examination question booklets • noise/interference during examinations • incorrect interpretation of examination conditions or rules by supervisors • material mistakes in the conduct of oral and performance examinations • teacher error <p>Includes the application, any investigation, and notification of investigation result.</p> <p><i>For investigations of teacher error, use class 5.2.4.</i></p>		
2.5.3	VCE Examinations - Special Examination Arrangements Applications	Applications for Special Examination Arrangements to meet the needs of students who have disabilities, illnesses or other circumstances that would affect their ability to access the examination.	Temporary	Destroy 7 years after application assessed.
2.5.4	VCE Examinations - Applications for	Applications from schools on behalf of students for a DES, which is an examination score calculated by the	Temporary	Destroy 7 years after application assessed.

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No	Function/Activity	Description	Status	Disposal Action
<i>Assessment and Processing of Results - Special Consideration / Special Provision</i>				
	Derived Examination Score (DES)	VCAA in cases where student performance is affected by illness or other personal circumstances, and their result is unlikely to reflect their achievement in the study.		
2.5.5	Equivalent Qualifications Recognition, and Applications for Credit	<p>Applications for credit and for equivalent qualifications recognition. Includes:</p> <ul style="list-style-type: none"> • applications for equivalency against the VCE or Year 11 from individuals who have completed all or part of Senior Secondary qualifications interstate or overseas • applications for credit towards Victorian Senior Secondary qualifications from individuals who have completed previous education courses interstate or overseas, or who have completed further education. 	Temporary	Destroy 1 year after application assessed.
2.5.6	Interrupted Studies Status	Applications from principals on behalf of students for interrupted studies status which enables students to complete Units 3 and 4 and have their study score calculated over two calendar years.	Temporary	Destroy 1 year after student completes studies.
2.5.7	Compassionate Leave Withdrawal Applications	Applications for Compassionate Leave submitted by school principals on behalf of students who are experiencing exceptional circumstances and are unable to complete their studies.	Temporary	Destroy 1 year after application assessed.
2.6	Services to Students	The provision of services to former students, including the provision of statements of marks and		

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No	Function/Activity	Description	Status	Disposal Action
<i>Assessment and Processing of Results - Services to Students</i>				
		study scores, and replacement certificates.		
2.6.1	Statements of Marks, Study Score and Results, and Replacement Certificates - Applications	<p>Applications from students for statements of marks for all of their written and performance examinations, and the statement of study score calculation reports. Also includes the management of applications for replacement certificates, statements of results, and certified copies of student results.</p> <p><i>For financial records associated with this activity, see the General Retention and Disposal Authority for Records of Common Administrative Functions.</i></p>	Temporary	Destroy 1 year after application processed.
3	Management of Candidates	The management of candidates completing Victorian Senior Secondary qualifications. Includes the management of enrolment processes, including non-standard enrolment processes that require applicants to provide extra evidence of their eligibility to enrol in certain subjects, e.g. English as a Second Language (ESL) and Language/s Other Than English (LOTE).		
3.1	Management of Enrolled Candidates	The management of all students enrolled in Victorian Senior Secondary qualifications.		
3.1.1	Master Record of Candidates and School Programs for Senior Secondary Qualifications	<p>The final record of candidates and school programs for all Senior Secondary qualifications. Includes the master record of:</p> <ul style="list-style-type: none"> • all enrolment data for Senior Secondary qualifications including VCE, VCAL, VET, 	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>Management of Candidates - Management of Enrolled Candidates</i>				
		<p style="text-align: center;">International Baccalaureate, and tertiary extension programs</p> <ul style="list-style-type: none"> • equivalent qualifications recognition • all programs offered by schools. <p style="text-align: center;"><i>For the master record of all results for Senior Secondary qualifications, see class 2.2.1.</i></p>		
3.1.2	Notification of Death of Student	The notification of the death of a student.	Temporary	Destroy 1 year after verification of details.
3.1.3	Changes to Personal Details	The notification of changes to student personal details such as name changes.	Temporary	Destroy 1 year after date of notification.
3.1.4	Applications for Extensions of Time or for the Late Entry of Enrolment Data	Applications from schools for extensions of time or for the late entry of enrolment data.	Temporary	Destroy 1 year after application assessed.
3.1.5	Applications for Students Seeking Enrolment in LOTE or ESL Units	Applications from schools to enrol students in units 3 and 4 LOTE or ESL studies.	Temporary	Destroy 1 year after application assessed.
4	Regulation of Course Provision	<p>The regulation of the provision of Senior Secondary courses.</p> <p><i>For contracts relating to the provision of courses, see the General Retention and Disposal Authority for</i></p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>Regulation of Course Provision - Registration and Notifications</i>				
		<i>Records of Common Administrative Functions.</i>		
4.1	Registration and Notifications	The registration of VCE LOTE providers as Senior Secondary providers, and the receipt of notification from registered Senior Secondary providers of their intention to teach VCE and VCAL.		
4.1.1	VCE LOTE Registration	The registration of organisations as VCE LOTE Senior Secondary Providers.	Temporary	Destroy 7 years after registration expires.
4.1.2	Notifications of Intention to Teach VCE and VCAL	Notifications from accredited Senior Secondary providers of their intention to teach VCE or VCAL.	Temporary	Destroy 1 year after notification.
4.2	Partnerships Monitoring	The monitoring of all partnerships that are formed between schools and outside organisations, such as Registered Training Organisations, to teach Senior Secondary qualifications. Also includes requests for exemptions from partnerships.		
4.2.1	Partnerships Notification	Notification of partnerships between individual schools, or between schools and community organisations, in the course of delivering Senior Secondary qualification programs. Includes records relating to the notification of their establishment, their maintenance and the dissolution of partnerships.	Temporary	Destroy 7 years after partnership concluded.
4.2.2	Applications for Exemptions from Partnerships	Applications from schools for exemptions from having to form partnerships. Includes supporting evidence.	Temporary	Destroy 7 years after date of exemption.

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No	Function/Activity	Description	Status	Disposal Action
<i>Compliance</i>				
5	Compliance	The monitoring of course delivery, setting of school-based assessment and examination management to ensure that VCAAs requirements are met. Also includes investigations into breaches of standards. <i>For the establishment of committees involved in compliance activities, see the General Retention and Disposal Authority for Records of Common Administrative Functions.</i>		
5.1	Audit	Audits undertaken to ensure that schools comply with VCAA requirements.		
5.1.1	Audits - International Schools	The audit of international schools teaching the VCE. Includes the audit of facilities, staff, teaching programs, security and curriculum.	Temporary	Destroy 10 years after completion of audit.
5.1.2	Security Audit - Examinations	The audit of examination centres to check processes and security.	Temporary	Destroy 10 years after date of audit.
5.1.3	Audit - School-Based Assessment	The audit of school-based assessment to monitor compliance with subject study guidelines.	Temporary	Destroy 3 years after completion of audit.
5.2	Investigations	The conduct of investigations into cases of alleged breaches of rules, cheating, or dishonestly obtaining assessments by fraudulent, illegal or unfair means. Also includes investigations into teacher error.		
5.2.1	Investigations - Review Committee	Breach of rules investigations that are determined by the Review Committee. Includes the incident report, records of hearings, and the determination of any	Temporary	Destroy 20 years after investigation concluded.

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No	Function/Activity	Description	Status	Disposal Action
<i>Compliance - Investigations</i>				
	Determinations	penalties.		
5.2.2	Investigations that Proceed Beyond Internal Investigation	Breach of rules investigations that are investigated further beyond an initial internal investigation, but which do not proceed to a Review Committee hearing. Includes the incident report, interviews of parties involved, and a record of any penalty issued.	Temporary	Destroy 7 years after investigation concluded.
5.2.3	Investigations that Do Not Proceed Beyond Internal Investigation	Breach of rules investigations that do not proceed beyond an initial internal investigation. Includes the incident report and a record of any penalty issued.	Temporary	Destroy 2 years after investigation concluded..
5.2.4	Investigation of Cases of Teacher Error	Investigations into the failure of teachers to teach a prescribed text, or the failure to teach and/or assess a significant part of the accredited VCE study design or VCAL unit. <i>For applications on behalf of students for special consideration due to teacher error, see class 2.5.2.</i> <i>For any employee discipline processes following an investigation, see the General Retention and Disposal Authority for Records of Common Administrative Functions.</i>	Temporary	Destroy 40 years after completion of investigation.
6	Research, Measurement and Reporting	The conduct of strategic research and measurement, and the reporting on education outcomes and issues. <i>For ministerial advice, reporting to committees and the VCAA Board, and the handling of enquiries, see</i>		

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No	Function/Activity	Description	Status	Disposal Action
<i>Research, Measurement and Reporting - Assessment Review</i>				
		<i>the General Retention and Disposal Authority for Records of Common Administrative Functions.</i>		
6.1	Assessment Review	The review of VCE assessment. Includes the evaluation of student performance and the review of assessment operations.		
6.1.1	Chief Assessor - Student Performance Reviews	The review and analysis of student performance and achievement for each examination by the Chief Assessor. These reviews analyse student performance in relation to the examination paper.	Permanent	Retain as State archives
6.1.2	Chief Assessor - Operations Performance Reviews	The review and analysis of the system and operations for examinations. These reviews offer suggestions for improvement, comment on problems experienced, and offer insight into the performance of assessors.	Temporary	Destroy 5 years after date of report.
6.2	Research	Research which analyses student achievement and informs decision makers within education.		
6.2.1	Analytical Research	Original research undertaken to advise and guide curriculum development and assessment methodology.	Permanent	Retain as State archives
6.2.2	Research Facilitation	Records that facilitate the development of research reports. Includes statistics and research raw data that has been analysed and reproduced in reports.	Temporary	Destroy 7 years after research is published.
7	Professional Development and	The design and delivery of professional development and training programs by the VCAA.		

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No	Function/Activity	Description	Status	Disposal Action
<i>Professional Development and Training Program Management - Development and Delivery</i>				
	Training Program Management			
7.1	Development and Delivery	The development of training program content and the management of delivery arrangements.		
7.1.1	Professional Development and Training Programs - Development	Records documenting the design of professional development and training programs.	Temporary	Destroy 3 years after professional development or training program discontinued.
7.1.2	Professional Development and Training Programs - Delivery	Records documenting the delivery of all professional development and training programs. Includes records of attendance, course evaluation, and arrangements for delivery.	Temporary	Destroy 2 years after date of training.
8	Awards	The management of VCAA awards and competitions designed to recognise student achievement and celebrate excellence. <i>For agreements and the process of arranging any events connected with competitions, see the General Retention and Disposal Authority for Records of Common Administrative Functions.</i>		
8.1	Management of Awards	The management of all VCAA award programs.		
8.1.1	Reporting	Annual reports that document competitions and awards managed by the VCAA.	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>Awards - Management of Awards</i>				
8.1.2	Successful Nominations, Entries and Submissions	Records documenting the assessment of successful nominations, entries and submissions for awards, prizes and scholarships.	Temporary	Destroy 7 years after date of competition.
8.1.3	Unsuccessful Nominations, Entries and Submissions	Records documenting the assessment of unsuccessful nominations, entries and submissions for awards, prizes and scholarships.	Temporary	Destroy 2 years after date of competition.
8.1.4	Arrangements	Records documenting the arrangements made for competitions and awards managed by the VCAA. Includes records of the administration and judging of the competition or award, and of obtaining prizes.	Temporary	Destroy 7 years after date of competition.