Australian Capital Territory

Territory Records (Records Disposal Schedule – Teacher Quality Records) Approval 2018 (No 1)

Notifiable instrument NI2018—550

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 – Teacher Quality Records) Approval 2018 (No 1)

2. Approval

I approve the Records Disposal Schedule – Teacher Quality Records.

3. Commencement

This instrument commences on the day after notification.

4. Revocation

I revoke Notifiable Instrument NI 2013-376 notified on 29 August 2013.

Danielle Wickman
Director of Territory Records
11 October 2018

Records Disposal Schedule



Teacher Quality Records

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INTRODUCTION

The *Records Disposal Schedule - Teacher Quality Records* is the official authority for the disposal of disposal of these ACT Government 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 other Territory Records Disposal Schedules.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of Teacher Quality 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 or if there is a current records disposal freeze in effect.

The Records Disposal Schedule - Teacher Quality 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 Teacher Quality 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.

Whole of Government Thesaurus

The Whole of Government Thesaurus is a controlled vocabulary of terms designed for use in the classifying, titling and indexing of records on creation.

The Whole of Government Thesaurus has been developed on the basis of the Territory Version of Keyword AAA (TVKAAA) (2010), a thesaurus incorporating 16 common Functions. All other Functions within the Whole of Government Thesaurus are considered Functions performed by the ACT Government and have been included following consultation with agencies and after consideration by the Territory Records Office (TRO) via a formal approval process.

The Whole of Government Thesaurus is mandated by the TRO for use by all ACT Government agencies as part of their classifying and titling of paper and electronic records. See also *Records Advice No.28 Functional directories on shared drives*.

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 - Teacher Quality Records:

- covers all records related to the function:
- is intended to be used in conjunction with other Territory Records Disposal Schedules:
- 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:

ACT Teacher Quality Institute Act 2010

Board of Senior Secondary Studies Act 1997

Education Act 2004

Evidence Act 2011

Freedom of Information Act 2016

Information Privacy Act 2014

Territory Records Act 2002

Training and Tertiary Education Act 2003

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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

TEACHER QUALITY

The function of regulating the quality of teachers in the Territory, through the regulation of qualifications, promoting and encouraging continuous professional learning and the development of teachers and increasing levels of skill, knowledge, expertise and the professionalism of teacher; protecting students and the community by ensuring teachers are approved; enhancing the status of the teaching profession by recognising the professional learning and development of teachers and maintaining community confidence in the teaching profession.

Includes registration of teachers and authorising permits to teach. Also includes developing and implementing a regulatory framework for assessing teacher qualifications and suitability to teach in ACT schools, accrediting teacher education programs, setting standards of professional learning, managing certification of highly accomplished and lead teachers, developing and applying codes of professional practice and standards within a national framework, and liaison with teacher education institutions and other regulatory bodies.

[For training and professional development of ACT Government teachers, use HUMAN RESOURCES.]

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 formal opinions and advice as to an action, judgement or topic. Includes legal advice, legislative drafting advice, publishing and public access to legislation advice and formal advices required by legislation.

Authorisation & Delegation

The activities associated with delegating power to authorise an action and the seeking or granting permission to undertake a requested action.

Note: For routine approvals supporting a more specific process, (e.g. Budgeting for budget approvals; or Acquisition for approvals to purchase goods or services), use the relevant activity.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Events

The activities associated with organising, arranging and managing internal or external conferences, exhibitions, functions, celebrations, ceremonies, visits or other events for the purpose of either informing attendees, promoting the activities, services and programs of the organisation or supporting local suppliers and organisations to attend, display or promote at events, (e.g. trade displays, Christmas pageants, Canberra Show). Includes the development of speeches and presentations at events, arrangements such as venue and facility bookings, catering and security arrangements, managing registrations and invitations, and event transcripts, proceedings and photographs.

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.

Partnerships & Collaboration

The activities associated with establishing and managing partnerships, joint ventures or similar collaborative arrangements where there is joint contribution of funds and/or time. Includes private sector ventures with public sector organisations.

Planning

The activities associated with carrying out systematic planning in order to meet strategic, business or operational goals and objectives.

Policies & Procedures

The activities associated with drafting, developing and implementing policies, procedures, and guidelines establishing decisions, directions, precedents and standard methods of operating which act as a reference for future decision making, and maintaining their currency over time. Includes guidelines devised by both internal and external sources of authority, rules and instructions.

Reporting & Statements

The activities associated with drafting, preparing and providing reports relating to the function including in the form of informal or formal statements, statistics, returns, submissions or similar reports.

Note: Where reports support a more specific activity, use the relevant classification, (e.g. use Borrowing & Investment, for reports on organisation investments).

Reviews (decisions)

The activities involved in the process of reviewing actions both by an agency, or an external body. Includes reviews of promotion decisions.

Standards

The activities associated with developing and/or implementing industry or organisation specific benchmarks for services and processes to enhance the quality and efficiency of an organisation, business or industry.

Training & Development

The activities associated with all aspects of managing and providing training and development to an organisation's staff or to other individuals, community groups, organisations or industry.

RECORDS DISPOSAL SCHEDULE

TEACHER QUALITY

The function of regulating the quality of teachers in the Territory, through the regulation of qualifications, promoting and encouraging continuous professional learning and the development of teachers and increasing levels of skill, knowledge, expertise and the professionalism of teacher; protecting students and the community by ensuring teachers are approved; enhancing the status of the teaching profession by recognising the professional learning and development of teachers and maintaining community confidence in the teaching profession.

Includes registration of teachers and authorising permits to teach. Also includes developing and implementing a regulatory framework for assessing teacher qualifications and suitability to teach in ACT schools, accrediting teacher education programs, setting standards of professional learning, managing certification of highly accomplished and lead teachers, developing and applying codes of professional practice and standards within a national framework, and liaison with teacher education institutions and other regulatory bodies.

[For training and professional development of ACT Government teachers, use HUMAN RESOURCES.]

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.

[For guidelines used to accredit programs, use TEACHER QUALITY - Policies & Procedures.

For the criteria used to accredit programs, use TEACHER QUALITY – Policies & Procedures.

For training accreditation panels, use TEACHER QUALITY – Training & Development.

For appeals or reviews of an accreditation decision, use TEACHER QUALITY - Reviews (decisions)].

Entry No.	Description of Records	Disposal Action
186.158.001	Registers of teachers.	Retain as Territory Archives
186.158.002	Records documenting the management of the accreditation of teacher education programs. Includes review and renewal of programs and final external and internal reports evaluating potential, action plans or existing services and programs. Also includes detailed research carried out to support the accreditation of education programs.	Retain as Territory Archives

Accreditation (Continued)

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.

[For guidelines used to accredit programs, use TEACHER QUALITY - Procedures.

For the criteria used to accredit programs, use TEACHER QUALITY – Policy.

For training accreditation panels, use TEACHER QUALITY – Training & Development.

For appeals or reviews of an accreditation decision, use TEACHER QUALITY - Reviews (decisions).

For teacher participation in accreditation programs for registration renewal purposes, use TEACHER QUALITY - Accreditation].

Entry No.

186.158.003

Description of Records

Records documenting the results, including evaluation reports, etc., of assessments of teachers against the relevant professional codes and standards for Teachers to achieve professional registration, including renewals. Includes:

- applications for registration or permit to teach as a teacher including renewals;
- correspondence relating to application and renewal.

186.158.004

Records documenting regulatory action in relation to the professional registration or permit to teach of teachers. Includes

- notifications from employers
- notifications from other teacher regulatory authorities
- Reports
- Records documenting suspension or cancellation of a teacher's registration;
- records documenting 'persons of interest'

Disposal Action

Destroy 75 years after date of birth of teacher or 7 years after last action, whichever is later

Destroy 75 years after date of birth of teacher or 45 years after last action, whichever is later

Accreditation (Continued)

Entry No.

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.

[For guidelines used to accredit programs, use TEACHER QUALITY - Procedures.

For the criteria used to accredit programs, use TEACHER QUALITY – Policy.

Description of Records

For training accreditation panels, use TEACHER QUALITY – Training & Development.

For appeals or reviews of an accreditation decision, use TEACHER QUALITY - Reviews (decisions).

For teacher participation in accreditation programs for registration renewal purposes, use TEACHER QUALITY - Accreditation].

186.158.005	Records documenting the results, including evaluation reports, etc., against professional codes and Australian Professional Standards for Teachers to achieve certification of Highly Accomplished or Lead Teacher status, including renewals. Includes: • visit reports	Destroy 75 years after date of birth of teacher or 7 years after last action, whichever is later
	 final reports recommendations 	
186.158.006	Register of Education Programs	Destroy 10 years after accreditation or registration expires or is superseded
186.158.007	Records documenting the recognition of education providers. An education provider can be an ACT school, an ACT teacher employer (e.g. ETD or the Catholic Education Office), a Registered Training Organisation (RTO), a tertiary institution with a CRICOS number or have either provided a course/program approval for Professional Learning from a teacher registration in another Australian jurisdiction.	Destroy 10 years after registration expires
186.158.008	Records documenting the suspension or cancellation of an accredited course.	Destroy 5 years after last action

Disposal Action

Accreditation (Continued)

186.158.010

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.

[For guidelines used to accredit programs, use TEACHER QUALITY - Procedures.

For the criteria used to accredit programs, use TEACHER QUALITY – Policy.

For training accreditation panels, use TEACHER QUALITY – Training & Development.

For appeals or reviews of an accreditation decision, use TEACHER QUALITY - Reviews (decisions).

For teacher participation in accreditation programs for registration renewal purposes, use TEACHER QUALITY - Accreditation].

Entry No. **Description of Records Disposal Action** 186.158.009 Records documenting evidence supplied Destroy 5 years after and submitted to support the application for last action the assessment of teachers against Australian Professional Standards to achieve certification as Highly Accomplished or Lead Teacher status and renewals. Evidence supplied can include: program outlines; implementation plans; lessons plans (with supporting teaching aids which can include audio visual material); examples of marked work; certificate of attainment; student results: press clippings; examples of community

engagement.

Records relating to the handling of

enquiries relating to accreditation.

Destroy 2 years after

last action

Advice

The activities associated with offering formal opinions and advice as to an action, judgement or topic. Includes legal advice, legislative drafting advice, publishing and public access to legislation advice and formal advices required by legislation.

[For legal advice, including interpretations of the agency's legislation, use SOLICITOR & LEGAL SERVICES - Advice.]

Entry No.	Description of Records	Disposal Action
186.005.001	Receipt and provision of advice that resulted	2
	in major changes. Includes advice provided by consultants.	Archives
186.005.002	Receipt and provision of all other advice. Includes advice provided by consultants.	Destroy 5 years after last action

Authorisation & Delegation

The activities associated with delegating power to authorise an action and the seeking or granting permission to undertake a requested action.

Note: For routine approvals supporting a more specific process, (e.g. Budgeting for budget approvals; or Acquisition for approvals to purchase goods or services), use the relevant activity.

Entry No.	Description of Records	Disposal Action
186.290.001	Delegations of power to agency staff to	Destroy 5 years after
	authorise administrative action relating to the teacher quality function. Includes authorisations for administrative action supporting the teacher quality management function.	last action

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Entry No.	Description of Records	Disposal Action
186.021.001	Compliance with mandatory or optional	Destroy 7 years after
	standards with statutory requirements.	last action

Events

The activities associated with organising, arranging and managing internal or external conferences, exhibitions, functions, celebrations, ceremonies, visits or other events for the purpose of either informing attendees, promoting the activities, services and programs of the organisation or supporting local suppliers and organisations to attend, display or promote at events, (e.g. trade displays, Christmas pageants, Canberra Show). Includes the development of speeches and presentations at events, arrangements such as venue and facility bookings, catering and security arrangements, managing registrations and invitations, and event transcripts, proceedings and photographs.

[For event management policies, procedures and guidelines, use GOVERNMENT & STAKEHOLDER RELATIONS - Policies & Procedures.

For the design, drafting, development and production of marketing material for events, use Marketing & Publication.

For building security arrangements for events, use PROPERTY EQUIPMENT & FLEET - Operation & Control.

For staff attendance at conferences and events organised for learning and development purposes, use HUMAN RESOURCES - Training & Development.]

Entry No.	Description of Records	Disposal Action
186.043.001	Records documenting conferences arranged by the agency. Includes: program development; invitations to speakers; promotion activities; registrations; venue bookings; presentations (addresses) relating to teacher quality; reports commenting on and assessing conferences; master versions of unpublished proceedings and reports, speeches and papers from conferences. 	Destroy 5 years after last action
186.043.002	Records documenting attendance of staff at conferences. Includes conference promotion	Destroy 6 months after last action

material, programs and registration forms and published proceedings from conferences.

[For master copies of published agencyarranged conference proceedings, use GOVERNMENT & STAKEHOLDER RELATIONS – Marketing & Publication.

For travel and accommodation arrangements made for staff to attend conferences, use HUMAN RESOURCES - Employee History.]

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.

[For grievance policies, procedures, standards and guidelines, use HUMAN RESOURCES - Policies & Procedures.

For formal investigations carried out by external government bodies, including investigations and inquiries and Royal Commissions of inquiry, use GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters.

For legal advice and the handling of legal disputes resulting from a grievance, use SOLICITOR AND LEGAL SERVICES - Advice, SOLICITOR AND LEGAL SERVICES - Litigation.]

Entry No.	Description of Records	Disposal Action
186.051.001	Records documenting grievances and complaints relating to programs or services provided by the agency.	Destroy 5 years after last action

Partnerships & Collaboration

The activities associated with establishing and managing partnerships, joint ventures or similar collaborative arrangements where there is joint contribution of funds and/or time. Includes private sector ventures with public sector organisations.

Entry No.	Description of Records	Disposal Action
186.298.001	Records relating to the management/maintenance of joint ventures. Includes final signed versions of agreements and supporting documents, contracts and project scope documents or formal undertakings.	Destroy 7 years after last action
186.298.002	Liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects and exchanges of information.	Destroy 3 years after last action

Planning

The activities associated with carrying out systematic planning in order to meet strategic, business or operational goals and objectives.

[For the development of business and corporate plans which set the strategic agenda and direction for the organisation, use STRATEGY & GOVERNANCE - Planning.]

Note: Use the relevant activity where strategies and plans are developed to support a more specific process, (e.g. use Maintenance for maintenance plans, or Risk Management & *Insurance for risk management plans and strategies.)*

Entry No. 186.079.001	 Description of Records Records of high-level external and internal committees formed to manage or advise on major decisions. Includes: establishing the committee; terms of reference; appointment of members; minutes; reports; recommendations; final version of plans for major projects; supporting documents such as briefing and discussion papers. 	Disposal Action Retain as Territory Archives
186.079.002	Records documenting declarations of members' private interests.	Destroy 7 years after termination of appointment
186.079.003	Records relating to regular or ad hoc gatherings, including staff meetings and external or internal committees formed to consider minor or routine matters. Includes:	Destroy 5 years after last action

- establishing the committee;
- terms of reference;
- appointment of members;
- minutes;
- reports;
- recommendations;
- final version of plans for less significant or minor projects;
- supporting documents such as briefing and discussion papers and working papers, including
 - o agendas;
 - o notice of meetings;
 - o draft minutes;
 - o room bookings.

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Policies & Procedures

The activities associated with drafting, developing and implementing policies, procedures, and guidelines establishing decisions, directions, precedents and standard methods of operating which act as a reference for future decision making, and maintaining their currency over time. Includes guidelines devised by both internal and external sources of authority, rules and instructions.

[For policy proposals and guidelines which form legislative instruments, use STRATEGY & GOVERNANCE - Legislation.]

Entry No.	Description of Records	Disposal Action
186.273.001	Final version of policies relating to teacher quality.	Retain as Territory Archives
186.273.002	Master set of agency manuals, handbooks, and directives etc. detailing procedures relating to teacher quality.	Destroy 7 years after procedures are superseded
186.273.003	Records documenting the development, establishment and implementation of plans, policies and procedures relating to teacher quality. Includes: • policy proposals; • research papers; • results of consultations; • comments; • supporting reports; • major drafts.	Destroy 5 years after policy expires

Reporting & Statements

The activities associated with drafting, preparing and providing reports relating to the function including in the form of informal or formal statements, statistics, returns, submissions or similar reports.

Note: Where reports support a more specific activity, use the relevant classification, (e.g. use Borrowing & Investment, for reports on organisation investments).

[For the Annual Report drafting process, use GOVERNMENT & STAKEHOLDER RELATIONS - Marketing & Publication.

For submissions of annual reports to the Portfolio Minister, use STRATEGY & GOVERNANCE - Compliance.]

Entry No.	Description of Records	Disposal Action
186.295.001	Final versions of internal formal reports and reports made to external agencies.	Retain as Territory Archives
186.295.002	Final versions of periodic internal reports used to monitor and document recurring activities and responses to surveys. Includes the collection and reporting of statistical information.	Destroy 3 years after last action

186.295.003	Working papers documenting the	Destroy 6 months
	development of all reports. Includes drafts	after last action
	and comments received.	

Reviews (decisions)

The activities involved in the process of reviewing actions both by an agency, or an external body. Includes reviews of promotion decisions.

Entry No.	Description of Records	Disposal Action
186.094.001	Records documenting reviews of decisions relating to the registration and certification of teachers which resulted in a change in policies, procedures or had significant political or public interest.	Retain as Territory Archives
186.094.002	Records documenting reviews of decisions relating to the accreditation of teachers or education and professional development courses which did not result in a change in policies, procedures or did not have significant political or public interest.	Destroy 7 years after last action

Standards

The activities associated with developing and/or implementing industry or organisation specific benchmarks for services and processes to enhance the quality and efficiency of an organisation, business or industry.

[For compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements, use Compliance.]

Entry No.	Description of Records	Disposal Action
186.100.001	Records documenting the determination of standards and codes of practice for the teaching profession within the national framework. Including assessment and certification standards.	Retain as Territory Archives
186.100.002	Records documenting the implementation of industry and agency standards to support the teacher quality function.	5 5

Training & Development

The activities associated with all aspects of managing and providing training and development to an organisation's staff or to other individuals, community groups, organisations or industry.

[For the Acquisition of external training development and/or delivery services, use HUMAN RESOURCES - Acquisition.

For staff training policies, procedures and guidelines, use HUMAN RESOURCES - Policies, Procedures & Guidelines.

For the provision of training services to other organisations or industry, use the Training & Development under the relevant function for providing the training.]

Entry No.

Description of Records

Disposal Action

186.277.001

Records detailing arrangements supporting the Destroy 2 years after conduct of training courses run by the agency. last action Includes:

- processing applications;
- venue bookings;
- hire of equipment;
- catering;
- training material, including:
 - o programs;
 - o lecture notes:
 - o hand-outs;
 - o films and videos;
- working papers.

[For the payment of accounts supporting the running of courses, use FINANCE & TREASURY MANAGEMENT - Accounting.]

RETAIN AS TERRITORY ARCHIVES

TEACHER QUALITY

The function of regulating the quality of teachers in the Territory, through the regulation of qualifications, promoting and encouraging continuous professional learning and the development of teachers and increasing levels of skill, knowledge, expertise and the professionalism of teacher; protecting students and the community by ensuring teachers are approved; enhancing the status of the teaching profession by recognising the professional learning and development of teachers and maintaining community confidence in the teaching profession.

Includes registration of teachers and authorising permits to teach. Also includes developing and implementing a regulatory framework for assessing teacher qualifications and suitability to teach in ACT schools, accrediting teacher education programs, setting standards of professional learning, managing certification of highly accomplished and lead teachers, developing and applying codes of professional practice and standards within a national framework, and liaison with teacher education institutions and other regulatory bodies.

[For training and professional development of ACT Government teachers, use HUMAN RESOURCES.]

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.

[For guidelines used to accredit programs, use TEACHER QUALITY - Policies & Procedures.

For the criteria used to accredit programs, use TEACHER QUALITY – Policies & Procedures.

For training accreditation panels, use TEACHER QUALITY – Training & Development.

For appeals or reviews of an accreditation decision, use TEACHER QUALITY - Reviews (decisions).

For teacher participation in accreditation programs for registration renewal purposes, use TEACHER QUALITY - Accreditation].

Entry No.	Description of Records	Disposal Action
186.158.001	Registers of teachers.	Retain as Territory Archives
186.158.002	Records documenting the management of the accreditation of teacher education programs. Includes review and renewal of programs and final external and internal reports evaluating potential, action plans or existing services and programs. Also includes detailed research carried out to support the accreditation of education programs.	•

Advice

The activities associated with offering formal opinions and advice as to an action, judgement or topic. Includes legal advice, legislative drafting advice, publishing and public access to legislation advice and formal advices required by legislation.

[For legal advice, including interpretations of the agency's legislation, use SOLICITOR & LEGAL SERVICES - Advice.]

Entry No.	Description of Records	Disposal Action
186.005.001	Receipt and provision of advice that resulted in major changes. Includes advice provided by consultants.	•

Planning

The activities associated with carrying out systematic planning in order to meet strategic, business or operational goals and objectives.

[For the development of business and corporate plans which set the strategic agenda and direction for the organisation, use STRATEGY & GOVERNANCE - Planning.]

Note: Use the relevant activity where strategies and plans are developed to support a more specific process, (e.g. use Maintenance for maintenance plans, or Risk Management & Insurance for risk management plans and strategies.)

Entry No.	Description of Records	Disposal Action
186.079.001	Records of high-level external and internal committees formed to manage or advise on major decisions. Includes:	Retain as Territory Archives

- establishing the committee;
- terms of reference;
- appointment of members;
- minutes;
- reports;
- recommendations;
- final version of plans for major projects;
- supporting documents such as briefing and discussion papers.

Policies & Procedures

The activities associated with drafting, developing and implementing policies, procedures, and guidelines establishing decisions, directions, precedents and standard methods of operating which act as a reference for future decision making, and maintaining their currency over time. Includes guidelines devised by both internal and external sources of authority, rules and instructions.

[For policy proposals and guidelines which form legislative instruments, use STRATEGY & GOVERNANCE - Legislation.]

Entry No.	Description of Records	Disposal Action
186.273.001	Final version of policies relating to teacher	Retain as Territory
	quality.	Archives

Reporting & Statements

The activities associated with drafting, preparing and providing reports relating to the function including in the form of informal or formal statements, statistics, returns, submissions or similar reports.

Note: Where reports support a more specific activity, use the relevant classification, (e.g. use Borrowing & Investment, for reports on organisation investments).

[For the Annual Report drafting process, use GOVERNMENT & STAKEHOLDER RELATIONS - Marketing & Publication.

For submissions of annual reports to the Portfolio Minister, use STRATEGY & GOVERNANCE - Compliance.]

Entry No.	Description of Records	Disposal Action
186.295.001	Final versions of internal formal reports and	Retain as Territory
	reports made to external agencies.	Archives

Reviews (decisions)

The activities involved in the process of reviewing actions both by an agency, or an external body. Includes reviews of promotion decisions.

Entry No.	Description of Records	Disposal Action
186.094.001	Records documenting reviews of decisions	•
	relating to the registration and certification of	Archives
	teachers which resulted in a change in	
	policies, procedures or had significant	
	political or public interest.	

Standards

The activities associated with developing and/or implementing industry or organisation specific benchmarks for services and processes to enhance the quality and efficiency of an organisation, business or industry.

[For compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements, use Compliance.]

Entry No.	Description of Records	Disposal Action
186.100.001	Records documenting the determination of standards and codes of practice for the teaching profession within the national framework. Including assessment and certification standards.	Retain as Territory Archives