

## Skills Assure Supplier location of records form

### Location of records retained by Skills Assure Suppliers

All Skills Assure Suppliers (SAS) are required to provide the location of where their training records are kept, along with additional details of names and locations of all electronic systems used.

Clause 12 of the SAS agreement “Access to premises and records” provides that:

12.7 The Supplier must, no later than 5 Business Days after the Commencement Date, give the Department a notice specifying:

- (a) the location of all physical records retained by the Supplier in accordance with this Agreement; and
- (b) the names and storage locations of all electronic systems used by the Supplier in respect of communication (including emails), financial management (including payments to trainers) and document storage.

12.8 If any of the information provided by the Supplier under clause 12.7 changes during the Term for any reason, the Supplier must, no later than 5 Business Days after the change, give the Department a notice providing updated and accurate information.

### Submitting this form

Please email or post completed forms to one of the following:

**Email** Contract Management by clicking here:

**Post** Contract Management  
PO Box 15483  
CITY EAST QLD 4002

## Location of Records form

<b>RTO ID:</b>			
	<b>Date:</b>		
<b>SAS trading name:</b>			
<b>Record Type/System</b>	Hard File Location (Address)	Digital/Electronic file location (Server Address/City)	Digital/Electronic file application used
<b>EXAMPLE</b>	<b>1 Alice Lane, Brisbane</b>	<b>Canberra</b>	<b>Google Drive</b>
<p style="text-align: center;"><b>Student Records</b></p> <p style="text-align: center;"><i>Address of student record location</i></p> <p style="text-align: center;"><i>Where does the service provider store student records (specify Ciity)</i></p>			
<p style="text-align: center;"><b>Emails</b></p> <p style="text-align: center;"><i>Includes communication between organisation and student</i></p>			
<p style="text-align: center;"><b>Financial</b></p> <p style="text-align: center;"><i>Includes communication between organisation and student relating to financial transactions</i></p>			
<p style="text-align: center;"><b>General document storage</b></p> <p style="text-align: center;"><i>Other documents relating to the SAS Agreement including but not limited to governance, internal policies and procedures, training record plan templates.</i></p>			