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|  **Skills Assure Supplier Location of records** Form  |  |

# Location of records retained by SAS

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 12.6 of the SAS agreement specifies the following:

12.6 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.

12.7 If any of the information provided by the Supplier under clause 12.6 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 the form

E-mail the completed form to ContractManagement@desbt.qld.gov.au

Post the completed form to Contract Management, L11

 PO Box 15483

 CITY EAST QLD 4002

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| **RTO ID** | [Type here] | **Date** | [Type here] |
| **RTO Name** | [Type here] |
| **Record Type/System** | **Hard File Location (Address)**  | **Digital/Electronic file location** **(Server Address/City )** | **Digital/Electronic file application used** |
| ***EXAMPLE*** | ***1 Alice Lane, Brisbane*** | ***Canberra*** | ***Google Drive*** |
| **Student Records**  address of student record locationWhere does the service provider store student records (city) | [Type here] | [Type here] | [Type here] |
| **Emails** Includes communication between organisation and student | [Type here] | [Type here] | [Type here] |
|  **Financial**Includes communication between organisation and student relating to financial transactions | [Type here] | [Type here] | [Type here] |
| **General document storage**Other documents relating to the SAS Agreement including but not limited to governance, internal policies and procedures, training record plan templates. | [Type here] | [Type here] | [Type here] |