

DATA AND REPORTING POLICY



OFFICE OF TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

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SCOPE

This policy guides the use and reporting of data collected and managed by the Office of Tasmanian Standards and Certification (TASC) as legislated within the [Tasmanian Assessment, Standards and Certification Act 2003](#) (*the Act*) and in accordance with other legislation. This policy applies to TASC's management of data and the arrangements in place for those who use the data and information.

PURPOSE

This policy ensures that the collection and reporting of data by TASC is consistent with the relevant legislation. A key function of TASC is the collection and management of data relating to educational outcomes, attainment, retention and assessment of students, as well as student demographic data.

POLICY STATEMENT

This policy is underpinned by the values of integrity, equity and life-long learning in TASC's *Strategic Plan 2017-2022*. TASC collects and records data and information relating to the educational outcomes of senior secondary students to enable accurate reporting, recognition and certification of students' educational achievements.

As part of the TASC registration process, schools and other education providers are required to provide TASC with data and information relating to senior secondary students and their educational outcomes. TASC uses this data and information to:

- provide students with an accurate record of their educational achievements
- provide comprehensive reports to schools and school sectors
- fulfil reporting requirements to the Australian and Tasmanian Governments

TASC data can be used to help improve student educational outcomes which benefits the whole Tasmanian community. TASC is committed to:

- producing high quality data that accurately reflects student participation and attainment in senior secondary education and training in Tasmania
- managing this data in effective and secure ways

TASC is committed to ensuring that data and information is stored and managed:

- in accordance with the relevant legislation, guidelines and nationally agreed protocols
- in accordance with the [Personal Information Protection Act 2004 \(No. 46 of 2004\)](#) in ways that protect individuals' privacy.

REQUIREMENTS

This policy will be implemented in accordance with [the Act](#).

Under Section 10(1) of [the Act](#), TASC collects and records individual student information relating to senior secondary education, vocational education, higher education and other education, including data relating to the educational outcomes, attainment, retention and assessment of students.

Under Section 11(da) of [the Act](#), TASC also has the power to collect vocational education attainment data from registered training organisations operating in Tasmania.

The Tasmanian Government is committed to the principle of open access to public sector information under the [Right to Information Act 2009 \(No. 70 of 2009\)](#) and to protecting individual privacy under the [Personal Information Protection Act 2004](#).

RESPONSIBILITIES

TASC stakeholders are required to fulfil their duties and obligations as outlined below.

The Office of TASC	<p>The Executive Officer, TASC</p> <ul style="list-style-type: none"> • ensures this policy and associated procedures are adhered to • has responsibility for the risk management of this policy and associated procedures • has responsibility for providing clear and accurate data to schools, school sectors, Australian and Tasmanian Governments <p>The Office of TASC</p> <ul style="list-style-type: none"> • provides schools and other education providers with clear instructions on data reporting • monitors schools and other education providers to ensure compliance with data reporting • manages TASC data, ensure security of data and provide reports for a wide range of stakeholders • liaises with the Department of Education on the collection, reporting and distribution of data
Schools Principals	<ul style="list-style-type: none"> • ensure compliance with TASC registration requirements by reporting data on the educational outcomes of their students in a timely manner
RTOs delivering to Tasmanian students	<ul style="list-style-type: none"> • provide validated client attainment returns quarterly to the office of TASC

ASSOCIATED DOCUMENTS AND MATERIALS

[TCE statistics](#)

[School Attainment Profiles](#)

[RTO attainment reporting](#)

[Tasmanian Government Personal Information Protection](#)

DEFINITIONS

education providers means any school or institution providing educational courses

data means facts, statistics and measurements statistics collected together for reference and analysis

RTO is a registered training organisation

VET is vocational education and training

VERSION CONTROL

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