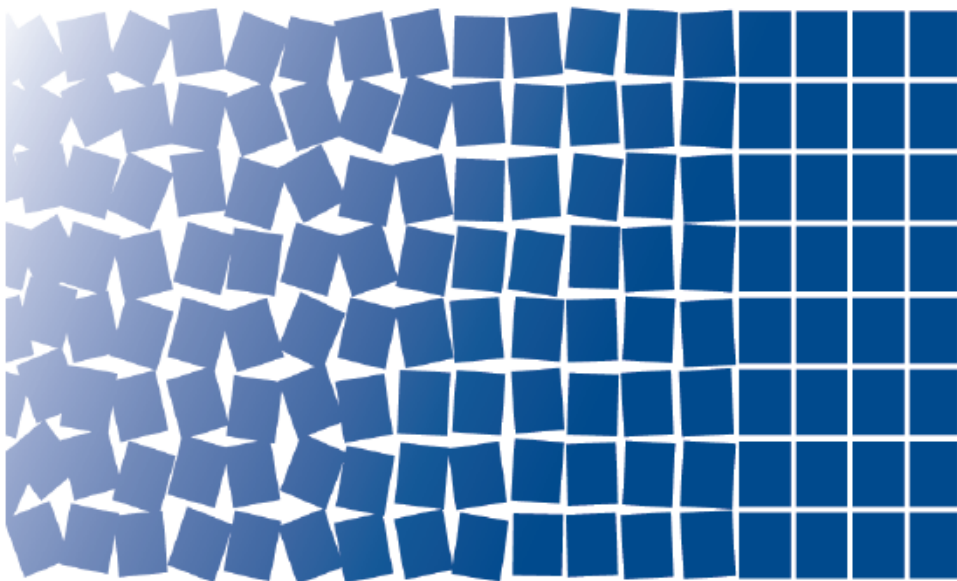


**REGULATION OF PRIVATE TRAINING
INSTITUTIONS
OPERATIONAL RECORDS
CLASSIFICATION SYSTEM**



GOVERNMENT RECORDS SERVICE



INFORMATION SCHEDULE APPROVAL

Title: *Regulation of Private Training Institutions Operational Records Classification System (ORCS)*

Ministry of Advanced Education, Skills and Training
Governance, Legislation and Strategic Policy Division
Private Training Institutions Branch

Scope of Schedule:

These records document the regulation of private career training institutions pursuant to the *Private Training Act* (SBC 2015, c. 5) and associated regulations. Records document the certification and monitoring of private training institutions and student support and protection through the Student Tuition Protection Fund.

The retention periods specified in this schedule meet all operational, fiscal, legal, and audit requirements.

For more information, see the attached schedule.

Earliest date of records covered by this schedule: 1992

The government body endorses this schedule and its implementation.

Signed endorsement on file

Monica Lust, Executive Director, Private Training Institutions
Branch

2017-11-29

Date

The Information Management Advisory Committee recommends
this schedule for approval.

Susan Laidlaw

Susan Laidlaw, Chair

06 Apr 2018

Date

APPROVED BY THE CHIEF RECORDS OFFICER:

David Curtis

David Curtis

May 22, 2018

Date

The attached schedule was developed in consultation with staff and managers who conduct the operational functions in the creating agency. It has also been reviewed by appropriate Government Records Service staff to ensure it meets scheduling and appraisal standards, and reflects sound recordkeeping practices.

Schedule Developer: Maxwell Otte

Endorsed by Government Records
Service.

Alexander Wright
Alexander Wright, Chief Archivist

Date Dec. 18, 2017

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	ARCS = <i>Administrative Records Classification System</i> ORCS = <i>Operational Records Classification System</i>
Office information:	OPR = Office of Primary Responsibility
Records life cycle:	A = Active SA = Semi-active FD = Final Disposition
Active and semi-active period codes:	CY = Calendar Year FY = Fiscal Year NA = Not Applicable SO = Superseded or Obsolete w = week m = month y = year
Final disposition categories:	DE = Destruction FR = Full Retention SR = Selective Retention OD = Other Disposition NA = Not Applicable
Special flags:	FOI = Freedom of Information/Protection of Privacy PIB = Personal Information Bank VR = Vital Records

The following links provide additional resources for managing your information:

- [ARCS and ORCS User Guide.](#)
- [Special schedules for records that are not covered by ARCS and ORCS.](#)
- [Legislation, policies, and standards for managing records in the BC Government.](#)
- [Tips, guides, and FAQs on related topics.](#)
- [Records Officer contact information.](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

SECTION 1

REGULATION OF PRIVATE TRAINING INSTITUTIONS

PRIMARY NUMBERS

50000 – 50299

Section 1 covers records relating to the regulation of private career training institutions pursuant to the [Private Training Act \(SBC 2015, c. 5\)](#) and associated regulations.

This schedule also covers the records of the Private Post-Secondary Education Commission (PPSEC) and Private Career Training Institutions Agency (PCTIA), the predecessor bodies.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

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REGULATION OF PRIVATE TRAINING INSTITUTIONS

50000 - 50299

50000	REGULATION OF PRIVATE TRAINING INSTITUTIONS - GENERAL
50100	CERTIFICATION AND MONITORING
50200	STUDENT SUPPORT AND PROTECTION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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50000 REGULATION OF PRIVATE TRAINING INSTITUTIONS - GENERAL

Records not shown elsewhere in the schedule that relate generally to the regulation of private training institutions. This primary covers corporate governance records, including those of the Private Post-Secondary Education Commission (PPSEC) and Private Career Training Institutions Agency (PCTIA); the development of operational policies and procedures; and issues management and statistical analysis and reporting.

For briefing notes, see [ARCS secondary 280-20](#).

For brochure development and publication, see [ARCS primary 312](#).

For committee files, see [ARCS secondary 200-20](#).

For freedom of information requests, see [ARCS primary 292](#).

For legislation development and approval files pertaining to the regulation of private training institutions, see [ARCS primary 140](#).

For reference material/topical files, see [ARCS secondary 358-20](#).

For tracking lists and spreadsheets, see [ARCS secondary 100-05](#).

For the program website, see [ARCS primary 340](#).

The ministry OPR is Private Training Institutions Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

50000	REGULATION OF PRIVATE TRAINING INSTITUTIONS - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and procedures - final (covers final/approved versions of policies, procedures, and guidelines pertaining to this ORCS)	SO	5y	FR
	SO: when the policy or procedure is replaced or becomes irrelevant			
	FR: The government archives will fully retain final versions of operational policy and procedures, as these records provide evidence of the way in which the branch carried out its work.			
-01	General	CY+1y	nil	DE
	NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.			
-05	Final reports, statistics and reviews	SO	5y	FR
	SO: when no longer required for statistical, reporting, or research and analysis purposes			

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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50000	REGULATION OF PRIVATE TRAINING INSTITUTIONS - GENERAL	A	SA	FD
	<p>FR: The government archives will fully retain final reports, statistics and reviews because they document original research and analysis pertaining to the regulation of private training institutions and have informational value in the area of educational assessment and the history of education in British Columbia.</p> <p>NOTE: Examples include annual reports, service plans and enrolment reports. This secondary does not cover compliance reports relating to a specific institution.</p> <p>NOTE: This secondary does not include reports relating to the certification and monitoring of specific private training institutions which are filed under the relevant secondary in primary 50100, certification and monitoring.</p>			
-10	<p>Governance records (covers corporate governance records, including those of PPSEC and PCTIA) (includes bylaws, board appointment letters, board and committee meeting packages and minutes, and other corporate governance records)</p> <p>SO: when no longer required for operational purposes</p> <p>FR: The government archives will fully retain governance records because they provide evidence of the structure, organization, administration and planning of the branch and its predecessors. The records also possess significant informational value in regards to the development of public policy related to private training institutions.</p> <p>NOTE: For non-governance related committees, see ARCS 200-20.</p>	SO	5y	FR
-20	<p>Issues management files (arrange by issue) (covers issues management activities not covered under a more specific secondary in this schedule)</p> <p>SO: when issue is resolved or when no longer required for operational purposes</p> <p>DE: These records may be destroyed because issues of</p>	SO	5y	DE

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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50000	REGULATION OF PRIVATE TRAINING INSTITUTIONS - GENERAL	A	SA	FD
a significant nature are adequately documented under special schedule 102906 (<i>Executive Records</i>).				
-25	Policy development files (covers the development of policies, procedures, standards, and guidelines pertaining to the functions and activities documented in this schedule) (includes research, copies of briefing notes, correspondence, drafts and other working material) SO: when policy is finalized and approved, or work on the policy is abandoned	SO	5y	DE

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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50100 CERTIFICATION AND MONITORING

Records relating to the certification and monitoring of private training institutions, including reports created following inspections of institutions.

Any institution offering career-related training with tuition and instructional time greater than an amount specified in the [Private Training Regulation \(BC Reg. 153/2016\)](#) requires a certificate. There are two pathways to certification for private training institutions, registration or designation. Registration ensures minimum requirements are met, while designation requires institutions to meet a higher level of quality. Institutions must submit an application for certification every year.

Certified institutions can apply for a reconsideration of a decision by the Registrar of Private Training Institutions to refuse to issue a certificate, suspend a certificate, or impose an administrative policy. Reconsideration decisions by the registrar and decisions by the registrar to cancel a certificate may be appealed to the commissioner who is appointed pursuant to the [Private Training Act \(SBC 2015, c. 5\)](#). Uncertified institutions may also request a review, carried out by ministry review officers, of any administrative penalties imposed by the registrar.

The Branch also conducts ongoing monitoring of certified institutions to ensure they comply with the requirements of the [Private Training Act \(SBC 2015, c. 5\)](#) and associated regulations.

For operational policy, see secondary 50000-00.

For procurement and contract management, see [ARCS primary 1070](#).

For reference material/topical files, see [ARCS secondary 358-20](#).

The ministry OPR is the Private Training Institutions Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

50100	CERTIFICATION AND MONITORING	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-30	Institution files (arrange by name of institution) (covers the initial certification process and any change in status of an institution, such as notification of a change, suspension, or cancellation) (includes initial application forms, as well as notices of suspension and cancellation)	SO	8y	FR
	SO: when institution is cancelled or surrenders its certificate			
	8y: The semi-active retention period provides a			

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

50100	CERTIFICATION AND MONITORING	A	SA	FD
	reasonable period of time for the operational and reference values of the records to be extinguished. It also mirrors retention requirements for private training institutions set-out in the Private Training Regulation - 153/2016 .			
	FR: The government archives will fully retain institution files because they possess significant evidential and informational value in the areas of educational assessment and the history of education in British Columbia.			
	NOTE: This secondary is reserved for initial certification (registration or designation) records. For records concerning ongoing registration and designation processes (e.g., material submitted by institutions to maintain registration or designation), see secondary 50100-55.			
-35	Institution liaison files (arrange by institution) (covers operational correspondence with private training institutions, both scheduling inspections and answering queries)	CY+2y	6y	DE
-36	Institution and program data (covers data on the online directory)	SO	nil	DE
	SO: when no longer required for operational purposes			
-45	Performance monitoring files (arrange by institution) (covers monitoring of institutions, including conducting site-inspections to ensure compliance with the Private Training Act (SBC 2015, c. 5) and associated regulations)	SO	8y	DE
	SO: when reference value of superseded information has expired			
	8y: The semi-active retention period provides a reasonable period of time for the operational and reference values of the records to be extinguished. It also mirrors retention requirements for private training institutions set-out in the Private Training Regulation - 153/2016 .			
-46	Performance monitoring working files (arrange by institution) (covers working and draft material relating to site inspections)	CY+1y	nil	DE

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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50100	CERTIFICATION AND MONITORING	A	SA	FD
-50	Reconsideration, appeal and review files (arrange by institution) (covers requests for reconsiderations to the registrar, appeals to the commissioner, or requests for review of administrative penalties by a review officer; also covers decisions to refuse issuing a certificate, suspend a certificate or impose an administrative penalty) SO: upon issuance of appeal decision and the expiration of the appeal period 8y: The semi-active retention period provides a reasonable period of time for the operational and reference values of the records to be extinguished. It also mirrors retention requirements for private training institutions set-out in the Private Training Regulation - 153/2016 .	SO	8y	DE
-55	Registration and designation files (arrange by institution) (covers ongoing registration and designation processes, including applications for change of programs, locations, institutions representative, inspection reports, and material submitted by institutions to maintain registration/designation) SO: when reference value of superseded information has expired 8y: The semi-active retention period provides a reasonable period of time for the operational and reference values of the records to be extinguished. It also mirrors retention requirements for private training institutions set-out in the Private Training Regulation - 153/2016 .	SO	8y	DE

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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50200 STUDENT SUPPORT AND PROTECTION

Records relating to complaints and claims for tuition refunds filed by students.

The Student Tuition Protection Fund (STPF) provides financial protection to students attending private training institutions. It functions as an insurance fund for students enrolled in approved programs at certified institutions. The STPF allows students to obtain a tuition refund for the unfinished part of their program if their institution closes before they are able to complete their approved program. Students who have been misled by an institution regarding any significant aspect of an approved program may also apply for a refund of tuition paid.

In certain cases, if an institution closes and has not made appropriate arrangements for the storage of student records, the branch will take custody of the records and provide access to students.

For operational policy, see secondary 50000-00

For STPF fund management, see [ARCS primary 1130](#).

The ministry OPR is Private Training Institutions Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

50200	STUDENT SUPPORT AND PROTECTION	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE
PIB	-20 Student claim files (arrange by institution, then by student) (covers records relating to closure claims to the Student Tuition Protection Fund (STPF))	SO	8y	DE
	SO: when claim process is complete			
	8y: The semi-active retention period provides a reasonable period of time for the operational and reference values of the records to be extinguished. It also mirrors retention requirements for private training institutions set-out in the Private Training Regulation - 153/2016 .			
PIB	-25 Student complaint files (arrange by institution, then by student) (covers both formal and informal complaints about institutions made by students who claim they were misled regarding any significant aspect of an approved program) (includes complaint form, a copy of the student enrolment contract, tuition fee payment receipts, correspondence, and other supporting material)	SO	8y	DE

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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50200	STUDENT SUPPORT AND PROTECTION	A	SA	FD
	SO: when complaint process is complete			
	8y: The semi-active retention period provides a reasonable period of time for the operational and reference values of the records to be extinguished. It also mirrors retention requirements for private training institutions set-out in the Private Training Regulation - 153/2016 .			
PIB	-35 Student records (resulting from closure) (covers student records from closed institutions, where the institution has not made appropriate arrangements) (includes credential, transcript, and enrolment contract)	SO	25y	DE
	SO: when the institution closes			
	25y: 25 years is the retention period specified in the Minister's Requirements for Private and Out-of-province Public Institutions .			

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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REGULATION OF PRIVATE TRAINING INSTITUTIONS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

SYSTEM SECTION: COMMON SYSTEM NOTES

Retention Schedules for the Systems

The data on the systems is classified under appropriate secondaries in the *ORCS* and in *Administrative Records Classification System (ARCS)*, as indicated in the following descriptions. The systems themselves are all scheduled as follows:

Active	SO:	The system becomes superseded and obsolete when all data has been migrated to another system or documented elsewhere, or when all applicable retention schedules for the data have expired; see relevant classifications.
Semi-Active	nil:	There is no semi-active retention period assigned to systems.
Final Disposition	DE:	Each system will be destroyed when all data has been migrated to another system performing the same function, schedules covering the data have elapsed, or the data has been preserved elsewhere. For data retention details, see the applicable system overview.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SIMPLE SYSTEMS LIST

This table provides a comprehensive list of simple information systems that contain data covered by this ORCS, but which do not warrant detailed systems overviews. Please note that simple web sites are classified under [ARCS secondary 340-30](#) and are not mentioned here.

System Title	System Overview		Retention Schedule		
			A	SA	FD
Private training institution directory database	The Private training institution directory database allows searching for institutions or programs by keyword, region or city, NOC / program area, program duration and tuition amount.				
Data:	50100-36	Institution and program data	SO	nil	DE
Inputs:	50100-30	Institution files	SO	8y	FR
Outputs:	50100-36	Institution and program data	SO	nil	DE

END OF SIMPLE SYSTEMS LIST