



1. Introduction

C-TAC recognises the importance of maintaining accurate and secure records of teaching faculty, including both internal and external faculty members. This policy outlines the guidelines and procedures for the management of teaching faculty records to ensure compliance with certification requirements, insurance verification, and other pertinent information.

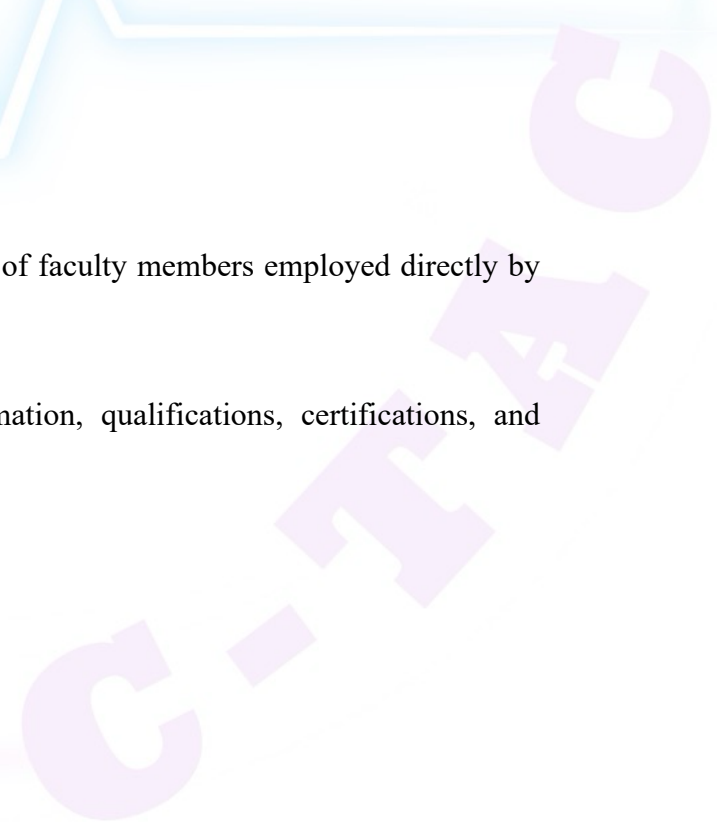
2. Scope

This policy applies to all teaching faculty members, whether internal or external, who are engaged in educational activities at C-TAC.

3. Faculty Record Types

3.1. Internal Faculty Records

- Internal faculty records refer to records of faculty members employed directly by C-TAC.
- These records include personal information, qualifications, certifications, and employment history.





3.2. External Faculty Records

- External faculty records pertain to records of faculty members contracted or appointed from external sources.
- These records include personal information, qualifications, certifications, insurance details, and contract agreements.

4. Record Management Procedures

4.1. Documentation Collection

4.1.1. Internal Faculty

- Internal faculty members are required to provide documentation of their qualifications, certifications, and insurance if applicable.
- HR and administrative staff will collect and verify these documents during the onboarding process.

4.1.2. External Faculty

- External faculty members will be required to submit documentation of their qualifications, certifications, and insurance before commencement of their engagement.
- HR and administrative staff will collect and verify these documents.

4.2. Verification and Validation

4.2.1. Certification Verification

- C-TAC will verify the authenticity of faculty certifications by contacting relevant certification bodies or authorities.
- Verification records will be maintained electronically.



4.2.2. Insurance Verification

- Insurance documents of external faculty members will be verified to ensure coverage and validity.
- Verification records will be maintained electronically.

4.3. Record Maintenance

4.3.1. Record Storage

- Faculty records, both internal and external, will be stored electronically in a secure, centralised database.
- Access to these records will be restricted to authorized personnel only.

4.3.2. Updates and Renewals

- Faculty members will be responsible for updating their qualifications, certifications, and insurance details as needed.
- C-TAC will maintain a record of document expiration dates and notify faculty members of upcoming renewals.

4.4. Compliance Audits

- Regular compliance audits will be conducted to ensure that all faculty records are accurate and up-to-date.
- Audits may include random sampling of records and document verification.

4.5. Record Retention

- Faculty records, including historical records of former faculty members, will be retained in accordance with applicable legal requirements Generally 2 to 3 years depending on duration of certification.



5. Data Security and Privacy

C-TAC is committed to maintaining the security and privacy of faculty records.

- Access to faculty records will be granted on a need-to-know basis, and data protection measures will be implemented to safeguard sensitive information.

6. Communication

- Faculty members will be informed of the record management procedures and their responsibilities regarding document submission and updates.

7. Review and Evaluation

- This policy will be reviewed regularly to ensure its effectiveness and alignment with regulatory requirements.
- Compliance with record management procedures will be assessed through audits.

