

# Version Control

## POLICY & PROCEDURE

Division

LMIT- QMS - PPM

Policy & Procedure number

002-V1

Updated

25/8/2015

Implemented

31/8/2015

Reviewed by

Melanie MacDonald

**Chief Executive Officer**

## 1. Purpose

The purpose of this policy is to support standard 1 clause 1.26 - 1.27

## 2. Scope

This policy applies to all LMIT team members.

## 3. Policy

This policy and procedure ensures that Line Management is able to ensure current and up to date documents are being accessed at all times. It provides a procedure to ensure all documents contain appropriate details to easily identify the currency of the document being accessed. As documents are improved they will be replaced and the version control process will enable Line Management to ensure the new version is being accessed.

## 4. Policy validity statement

If this document has passed its review date (as shown above), it may be invalid. Please ensure you're referring to the most current version before relying on its contents.

## 5. Procedure

The Training and Quality Manager shall authorise the issue of all documents, materials, etc, relating to the Scope of Registration of Line Management.

The Training and Quality Manager shall maintain a 'Version Control Register' of all documents. This register shall include the following information:

- Material / document name
- Version number
- Master document location
- Issue date
- Responsible person for currency and implementation
- Next review date

When a new or revised document is issued, the Training and Quality Manager will authorise administration staff to retrieve and destroy all previous versions and update the 'Version Control Register(s).'

The Training and Quality Manager will be responsible to ensure that all documents are reviewed according to the 'review dates' within the version control register.

All authorised documents and materials must contain the following information within the header and footer (or relevant location in the document):

- document name (Autotext: Filename)
- the number of pages (E.g. Page 1 of 2)
- the RTO name
- the date of issue (date Month, Year)
- the Version Number.

The layout for footers is different for external documentation and internal documentation for all documents to do with the Scope of Registration for the RTO.

## 6. References

National Vocational Education and Training Regulator Act 2011

## 7. Associated Documentation

Version Control Register

Course Documents Register

## 8. Internal Controls

Any Changes required are authorised by the Training and Quality Manager

### Document History

Amended	Amended By	Division	Details
25/8/2015	Bonnie Scobie	TQM	Updated to reflect Standards 2015