Version Control Policy

Purpose

To ensure a clear system is in place for all official Greenwich English College Pty Ltd documentation is controlled and tracked and so that the changes that occur to a document, & to record and its distribution throughout the document's development and subsequent revision(s).

Scope

To cover all staff involved in developing, maintaining and updating documentation on behalf of Greenwich English College Pty Ltd.

Policy

Greenwich English College Pty Ltd will apply version control to all specified documentation and control the release and availability of documentation that is approved for use.

Version control is used to track the changes that occur to a document & record and its distribution throughout the document's development and subsequent revision(s).

Greenwich English College Pty Ltd will ensure all of its documentation is controlled by referencing the date, source, version and is traceable.

References

ASQA Standards for Registered Training Organisations 2015
National Vocational Education and Training Regulator Act 2011

Authorising Officer:_____ **Date:**_____ **Review Date:**_____
This policy is to be reviewed twelve (12) months from this date.