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## Version Control Procedure

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### Procedure

Greenwich English College Pty Ltd will reference all official documentation generated by its staff by referencing date, version and be sourced to the master file.

#### Master List

A master list will be maintained of all current versions of Policies and Procedures relevant to the registration and review process aligned to the National Code 2018, Standards for Registered Training Organisations 2015, and the National ELICOS Standards 2018. This will include:

- Policies and procedures with version numbers and dates
- Forms with version numbers and dates

#### Document Revision Indicator

Document revision indication dates will be shown in the header of each Policy and Procedure document and at the foot of each Form.

For reference purposes and audit requirements, the previous version of revised documents, showing amendments, will be kept on file.

#### Version Numbering Procedure

The following procedure is to be applied when allocating and tracking the version of Greenwich English College Pty Ltd documents:

- All draft documents will initially be numbered Version 0.1
- After each revision the number to the right of the dot point increases by 1 (Version 0.2, 0.3 etc)
- When the document is authorised, the number converts to Version 1.0 and the document is published
- Once published the number to the right will increase with each minor amendment approved (Version 1.1, 1.2 etc)
- A full review of a document will result in the number to the left of the point increasing by 1 and the number to the right of the dot point returning to zero, i.e. Version 2.0;
- There may be circumstances when a document requires immediate and significant change. For example, to comply with new legislation or other external factors. In these cases, a change from, Version 1.3 to Version 2.0 will need to be made in order to show that the new version is a major revision from the previous version.

**Document Header:**

In all internal compliance related documents, the version control number is to be indicated in the header section. The version number is to be updated after each amendment.

**Document location and protection:**

All current organisational policies and procedures are clearly documented and accessible to all staff. This will include:

- On the server in a dedicated folder called "Policies and Procedures", that all staff have access to
- All version-controlled documents for general staff access are to be in PDF format.
- All version-controlled documents for editing are to be password protected and only accessible by authorised staff members, namely the CEO or General Manager or a staff member under their supervision.
- 'Old' versions are saved on the server in a folder called "Archived Policies and Procedures"
- An easily accessible hard copy of the handbook is available in the office
- Every staff member is given access to the policy and procedures handbook

**Document distribution**

Where documentation must be distributed away from a central location, this is to be conducted systematically and formally with the recipient required to acknowledge the receipt of a new document version and that old versions have been discarded.

A read reply email is to be sent notifying staff of when version updates occur and the read receipt is to be recorded and stored by the General Manager or a staff member under their supervision.

**Version Control Tools**

Version control information is to be prominently displayed in the header or footer of all Greenwich English College Pty Ltd documentation. Exceptions to this requirement include correspondence, forms, surveys, registers and other operational documentation where the inclusion of these tables would be considered impractical. These documents must have the appropriate notation in the document header or footer.

## References

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Records Management - Policy and Procedure. Form No. 20  
Document and Data Control Master List – Form No. 43.1

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.