

# Version Control Policy

## 1. Purpose

Purpose of this policy is to maintain the integrity and usage of only current documents by RGIT Australia's staff, trainers, students and all other stakeholders.

## 2. Policy

- RGIT Australia employs a version control policy to ensure the accuracy and integrity of all documentation.
- The policy ensures that all stakeholders (staff, trainers and marketing agents and students) uses current and approved documentation.
- All out of date documentation is removed from the current folder and archived.
- This policy is implemented in compliance with the requirements of the Standards of Registered Training Organisations (RTOs) 2015 Standards 1, 4 and 5.

## 3. Responsibility

The Quality Assurance Manager is responsible to implement this policy and document management and control of the documents at organisation level.

## 4. Creating/reviewing documents

- All Managers & Department Coordinators initiate the review or the development of document not limited to policies, procedures, process and forms required for their department.
- All Managers and Department Coordinators will liaise with QA Manager while creating a new required document or reviewing the existing document.
- For any new document all staff members will utilise RGIT standard document template from the google drive. Each document must contain IVET logo and or RTO number where appropriate along with a title and footer information.
- The relevant regulatory guidelines and/ or other relevant sources of information are checked to ensure the document meets the compliance requirements.
- Staff to seek assistance from QA Manager/Team. QA Manager will liaise with Compliance Advisors as required.
- All documents are reviewed for compliance with the relevant parts of the Standards of Registered Training Organisations (RTOs) 2015 prior to approval. Approval is not granted until this process is complete.
- QA Manager changes the version number of the documents as per version control protocol and shares back with relevant stakeholders to confirm the contents and integrity of the document.
- The finalised document will be presented to concerned Boards and Committees for endorsement as per their alignment. However, in any case the amended documents will updated in the Management Meeting, endorsed and recorded in the minutes.
- Once the document has been approved it is then saved in the relevant folder in the google drive system and notified to the relevant staff members for use only from there.

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- All documents that have gone through the Version control process must include information to indicate this.
- a NRT and AQF logo's and statements must be deployed on all documentation where appropriate and in accordance with usage guidelines. Refer to guidelines in the network folders for details.
- The details in the footer of each document must reflect the version number, title of document, approved by, version number and date along with the statement 'This is not a controlled document when printed' must be included. The following format is to be employed:
- When a document is created or amended the document register must be updated and or the

## Storing documents

- Once a document has been created/ amended and approved by the QA Manager it must be then placed in the appropriate version control folder for use.
- Version control folders are located on the network.
- The new document must be placed in the current folder.
- The old version must be placed in the archive folder.
- A maximum of three old versions are maintained in each archive folder.
- Under no circumstances should staff use documents placed in the archive folder.
- Only the CEO or personnel authorised by him can place/ remove documents from the version control folder.
- Access to the file management system is password protected.
- A word and PDF version of each document are maintained.
- All documents are backed up nightly and stored on and off site.

## Accessing documents

- 4.1 All staff only access documents from the version control file management system on the network.
- 4.2 When printing documents only access documents from the version control file management system on the network.
- 4.3 Check to ensure the document is the current version before utilisation.
- 4.4 The document register contained in the version control file management system will indicate the current version.
- 4.5 If in doubt seek clarification with the CEO.
- 4.6 Protected PDF versions are to be used when printing

## Document review

- All documents are reviewed at least annually through the Continuous Improvement Policy and procedure.
- Amendments are implemented in accordance with this policy and procedure.
- This policy and procedure is reviewed annually as part of the Continuous improvement policy and procedure.