

Version Control

Policy

Sydney Metro College will ensure that version control is applied to all internal policies, procedures and documents that relate to its scope of registration.

Guidelines

1.0 Location of Policies, Procedures and Documents

All operational policy, procedure and documents are placed into the P: Policy and Procedures folder. All staff are informed of the location of the drive and have access to all Sydney Metro College's current policies, procedures and documents

2.0 Version Control Procedure

2.1 Each policy, procedure and document is grouped into one of the following areas:

- Administration
- Education Agents
- Finance
- Human Resources
- Information Communication Systems
- Marketing
- Work Health and Safety
- Student Management
- Training and Assessment

2.2 The Campus Manager is responsible for ensuring all policies, procedures and documents are in line with government legislation, standards and codes which impact on the Institute's operations and scope of registration (see Legislative and Regulatory Requirements Policy)

2.3 Management is responsible for ensuring all policies, procedures and documents are in line with the strategic direction and operational procedures of the Institute

- 2.4 Each policy and procedure will have an implementation date and a review date contained in the footer, in the form of the below example:
- 2.5 Documents, such as enrolment forms and registers e.t.c may not have the requirements set out in point 2.4 out this policy, however in these cases will retain all the information in point 2.4 in its Version Control Register and will ensure that the version number is listed in the footer of the document

3.0 Version Control Register

- 3.1 All relevant document versions are recorded in the appropriate Version Control Register whose read and write access is only permitted by the Campus Manager and Principal Executive Officer
- 3.2 The version control register is maintained by the Campus Manager

4.0 Version Review and Update

- 4.1 Policies, procedures and documents are reviewed annually by the staff member listed as 'responsible' in the footer
- 4.2 Policies, procedures and documents need to be reviewed by Departmental Officers prior to version controlling for approval
- 4.3 The Principal Executive Officer, or nominated delegate is required to provide final approval prior to policies, procedures and documents being version controlled and implemented
- 4.4 Once policies, procedures and documents have been updated, the superseded version is filed into a separate folder, which is managed by the Campus Manager
- 4.5 Policies, procedures and documents that are no longer current are archived by the Campus Manager
- 4.6 All relevant stakeholders (staff or students that are impacted by the change) are advised of the revised version release date by email notification from the

Campus Manager