

Policy name: Version Control
Version: 02/08

Overview

This policy describes how we manage our documents and printed resources, using version control, document naming, and document library techniques. The policy also includes dissemination of information to the staff regarding the latest version of documents.

Scope

Documents that fall under the Version Control are held in the Document Library as noted below in the policy, and are generally restricted to:

- All materials related AQTF compliance, including HandBook, policies, forms, training packages, training and assessment materials etc.
- All marketing materials and any information provided to students, clients or employers
- Any other material that the Chief Executive Officer deems necessary to control under this policy.

All other materials, such as fax forms, memos, minutes etc are not “versioned” or controlled under the processes described in this policy.

Responsibility

The Chief Executive Officer has the overall responsibility for the implementation of the policy.

Implementation Procedure

1. **Document naming protocol.** In order to have an effective version control system, all documents must be named to be easily identified. The name of the document includes the both elements as described below.
 - a. All documents shall be given a name that signifies their use and /or purpose.
 - b. All documents held are denoted by a version number, which is determined by the date the material was created or received. The number is mm/yy where mm is the month, and the yy is the year. For example, a document created 15 May 2002, would have a version number of 5 / 02. A second version of the same document created in May would be 5.1 / 02. A second version of the same document created in June would be 6 / 02.
 - c. Electronic copies of documents will be stored using this version naming protocol, so that the file name is the document name plus the version number noted as Vmm_yy.

The name including version number shall be clearly indicated on each document, appearing on the first page, footer, or elsewhere as applicable for that document.

2. **Library of current documents.** All current versions of documents are to be held in the following locations.

- a. All policies and procedures are held in the policy and procedure manual. This has as a table of contents, which is an alphabetical list of all policies and procedures including their current version number.
- b. A reference version of all other documents is held in the Document Library. Documents are held in alphabetic order based on name, and like the policies and procedures manual, includes a table of contents with name and version number.

The Table of Contents of each of these two acts as the central list of all current documents, and these are available for regular consultation by staff so that they can check that the documents that they are using are the most current version.

A central electronic register of all documents is held on the server. It contains summary notes about the document, current version, and where it can be located. Where the document is held in electronic format, a hyperlink is included to take the user directly to the document.

3. **Library of archived of documents.** All superceded documents are held in electronic storage on the Lennox Institute Network. A version control register is kept that contains information on the individual documents and their modification history and hyperlinks to their locations.
4. **Review of Materials.** All documents are regularly reviewed, and in during the course of internal audits, the currency of all documents will be checked. Responsibility for the review of materials and ensuring that they are captured in the Version Control system lies with the Chief Executive Officer.

Version History	
Document:	
First Version Number:	
Version #	Summary of changes made