

VERSION CONTROL POLICY AND PROCEDURE

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1 PURPOSE

1.1 To ensure that all Della International College's (DIC) materials, tools, documents, procedures and policies are properly maintained so that information used by all staff and students is accurate, current and easily and readily accessible.

2 SCOPE

2.1 This policy applies to all staff members and students at DIC.

3 DEFINITIONS

3.1 **Document:** Any tool, form, document, resource, policy and/or procedure are herein referred to as a '**document**' except where subsequent clauses define differences between document types.

4 POLICY STATEMENT

- 4.1 DIC promotes transparency, accountability and effective governance of its knowledge assets by ensuring version control is used on all documents created by the organisation.
- 4.2 All internally produced documents used within the organisation are subject to version control. Version control will include the version number and date of creation or last review.
- 4.3 Whenever an update is made to a file, a new version is created.
- 4.4 All documents in use by the organisation must be the most current and up-to-date version wherever possible. All staff must ensure that where pre-printed materials are used, that they ensure the current version is being used.
- 4.5 All electronic files are saved on the file server. Files are archived as they are superseded by a new version. Files will not be deleted from the file server other than by an appointed person for maintenance purposes and only where a backup of the data exists.
- 4.6 All internally produced documents will have version control clearly labelled in the file name and within the document, as outlined in the Version Control Procedure.

Records Management

4.7 Staff members must maintain all records relevant to administering this policy and procedure in the college's recordkeeping system.

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5 RELEVANT LEGISLATION AND DOCUMENTS

Documents

Version Control Register
Archive Folders

Legislation

5.1 According to the Standards for Registered Training Organisations (SRTO) 2015:

Clause 8.1: The RTO cooperates with the VET Regulator:

- a) by providing accurate and truthful responses to information requests from the VET Regulator relevant to the RTO's registration
- b) in the conduct of audits and the monitoring of its operations
- c) by providing quality/performance indicator data
- d) by providing information about substantial changes to its operations or any event that would significantly affect the RTO's ability to comply with these standards within 90 calendar days of the change occurring
- e) by providing information about significant changes to its ownership within 90 calendar days of the change occurring
- f) in the retention, archiving, retrieval and transfer of records.

Clause 8.2: The RTO ensures that any third party delivering services on its behalf is required under written agreement to cooperate with the VET Regulator:

- a) by providing accurate and factual responses to information requests from the VET Regulator relevant to the delivery of services
- b) in the conduct of audits and the monitoring of its operations.

6 FEEDBACK

6.1 College staff and students may provide feedback about this document by emailing:

compliance@dellainternational.edu.au

7 APPROVAL DETAILS

Approval	Details
Approval Authority	CEO
Administrator	Compliance Manager
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