

RTO 1.03.825 VERSION CONTROL

This policy is applicable to: All IRT Academy Students, IRT Academy employees and Third Parties acting on behalf of IRT Academy.

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applies to IRT Academy Learner/Student or Client in receipt of training &/or assessment services.

DOCUMENT CONTROL

Policy Number: 1.03.825	Policy Owner: General Manager IRT Academy	Version: 2.1
Contact position: General Manager IRT Academy	Approved for circulation: Group Leadership Team	TRIM classification reference: EDOC2015/02257
Date approved: February 2015	Review due to: Legislative change	Next review due: February 2018
Procedure Manual reference:	Compliance/Accreditation/ Standards reference: National Vocational Education and Training Regulator Act 2011 Standards for RTOs 2015	

REVISION RECORD

Date	Version	Revision description
Apr 12	1.0	IRT Academy major review of all policies and procedures against Standards for NVR Registered Training Organisations 2011 - Essential Standards for Continuing Registration.
Oct 12	2.0	Previous Policy to be superseded.
Sep 13	2.1	Changes made 11/09/13 - Version control to be noted in document header or footer and all documentation to be uploaded to the IRT Academy Learning Management System. 'IRT Academy Staff Handbook' changes to 'RTO Management Manual'. Archiving procedure added to policy.
Sep 14	2.1	26/09/14 – No changes made
Jan 15	2.2	Updated to align to the Standards for Registered Training Organisations 2015

TITLE

1.03.825 VERSION CONTROL

1. POLICY STATEMENT

IRT Academy manages a wide range of documentation throughout our operations which are geographically dispersed across Australia. To ensure that our representatives are using the correct version of documentation, this version control policy is provided.

Version control is used by IRT Academy to track the changes that occur to a document and record its distribution throughout the document's development and subsequent revision(s). IRT Academy is to apply version control to all documentation and tightly control the release and availability of documentation that is approved for use.

The authority to approve amendments and revisions of IRT Academy documentation rests with the General Manager or delegated representative. Generally, amendments and revisions will be considered by the Continuous Improvement Committee in consultation with relevant parties or process owners.

2. PURPOSE

Provide guidance regarding the use of version control for all IRT Academy documents.

3. SCOPE

The scope of this policy covers all IRT Academy students, employees and/or third parties acting on behalf of IRT Academy.

4. OBJECTIVE

The purpose of this policy is to:

- The correct version of IRT Academy documents is in use at all times.
- Documentation in use has been approved for use.

5. POLICY DETAILS

6.1 Version Control Authorisation

Any new or updates to existing documents must be accompanied by a Continuous Improvement request and submitted to the RTO Operations Coordinator. Once reviewed, the RTO Operations Coordinator will determine whether the document will need to be processed at the monthly management meeting or can be submitted to IRT Academy Administration directly for updating of the document and version control.

6.2 Version numbering

The procedure for version numbering is outlined in the IRT Academy Procedure Manual.

6.3 Document location and protection

All IRT Academy documentation is to be tightly controlled in one central file location. This file location should be accessible to all IRT Academy representatives who are authorised to access, update and use these documents.

IRT Academy trainers/assessors will have access to all documentation necessary for them to competently execute their duties via the Learning Management System. All documents that are used for print purposes are to be available in PDF format only.

Where documents are required to be populated with data electronically they are made available in an amendable document form but must be protected as 'read only'.

6.4 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.

6. ROLES AND RESPONSIBILITIES

All employees are required to comply with this Policy. There are no specific roles or responsibilities other than those outlined in the table below.

Role	Responsibility
Policy Owner - General Manager IRT Academy	Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor - Operations Coordinator	Ensure day to day implementation and compliance with policy.
Policy Implementation - Administration Coordinator	Implement procedure as per IRT Academy Procedure Manual

7. EDUCATION AND STAFF DEVELOPMENT

Education and Staff development relevant to this policy will occur:

- This is a standard policy – specific education is not required, employees are expected to be familiar with this policy.

Ongoing staff development relevant to this policy will occur via:

- Via IRT Academy On-Boarding procedure
- Via IRT Academy quarterly meetings

8. MONITORING, EVALUATION AND REVIEW

Feedback regarding this policy can be referred to:

- General Manager;
- Administration Coordinator;
- Operations Coordinator.

The policy will be reviewed every 3 years by the General Manager IRT Academy. Triggers for review outside of the usual cycle include:

- Changes to the business activity relating to this policy;
- New business activities impacting on this policy;
- Changes to internal controls relating to this policy; and/or
- Changes to legislative and/or regulatory requirements.

9. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
RTO	Registered Training Organisation

10. ASSOCIATED PROCEDURES AND FORMS

Name and number of document
IRT Academy Procedure Manual
IRT Academy Administration Process Manual

11. REFERENCES - COMPLIANCE AND BEST PRACTICE

Legislative references
National Vocational Education and Training Regulator Act 2011
Best Practice references
Standards For Registered Training Organisations 2015 Standard 2

Compliance Plan reference: Not applicable

12. LINKS TO OTHER POLICIES

Not Applicable
