

POLICY	VERSION CONTROL OF RTO DOCUMENTS
NVR Ref:	Standard 2
IBI Ref:	IBI-3-V 1
Statement	The Institute seeks to ensure that measures are in place to ensure all documentation issued internally and/or externally is current.
Objectives	<p>A designated officer will be responsible for ensuring that:</p> <ul style="list-style-type: none"> • All quality documents and delivery/assessment materials relating to the Institute’s scope of registration are issued in line with current record control procedures • A log of the current versions of all documents and the persons to whom they were distributed is maintained • When a new/revised document is issued, all previous versions of the document are retrieved and destroyed • All authorised documents and materials contain the document name, version number and issue date in the footer of the document. • Inform all staff of this procedure to ensure all quality documents relating to the Institute’s scope of registration are correctly recorded.
Scope	All training delivery and assessment resources, materials, policies, procedures and forms utilised within the Institute in its capacity as a Registered Training Organisation

PROCEDURE		VERSION CONTROL OF RTO DOCUMENTS	
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Action/Method	<ul style="list-style-type: none"> • The CEO assigns a member of staff to implement and administer a version control system of all the Institute’s documents and materials. • The staff member allocations a version number (i.e.: Q.Doc.ENR.02) to each document or material that relates to the Institute’s scope of registration. • The staff member allocates a version number to each Institute document (e.g. Version: 1/2011) and also records the date of issue (i.e.: July 2011) for document status identification by staff. • A record of all documents, version numbers and dates of issue are detailed in a Document/Version Control Register. • The staff member reviews all documents prior to issue or re-issue. • Regular updates of the register and documents are issued (hard copy, electronic or web page) to all personnel by the staff member to ensure employee knowledge of updated materials and the procedure to access documents. • The master Document Register is suitably located to enable ready access by staff. • Professional development activities on the system are scheduled and conducted by the staff member, as required, for trainers/assessors or new employees. • The authorised staff member regularly archives or destroys superseded documents, if required. 		
Related Documentation			

VERSION CONTROL

Review/ amendment history

Policy Approved by: Chief Executive Officer

Responsible Officer: Chief Executive Officer

Next Policy Review Date: April 2017

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2015	Updated to reflect NVR 2015 Standards
4.0	April 2016	No material changes