



## Version Control Policy

### 1.0 Purpose

1.1 The purpose of this policy is to maintain a version control procedure, which defines the system used to:

- Assure the integrity, accuracy and currency of all documents used by the College;
- Ensure that the appropriate personnel approve documents before being published;
- Ensure replaced documents are archived for continuous improvement records;
- Ensure all stakeholders are using current documentation;
- Maintain a version history of the documents at all times;
- Manage recordkeeping requirements for students as required by all relevant authorities.

### 2.0 Responsibility

2.1 The Head of Administration is responsible for the implementation of this procedure and for ensuring that all staff members are aware of its application and that staff implement and comply with its requirements.

### 3.0 Requirements

3.1 Records maintained by the College support the continuous improvement of its operations and provide evidence of compliance.

3.2 The College uses a systematic approach that ensures it maintains all records relevant to its operations as a teaching institution, including the continuous improvement of its operations.

3.3 Records are systematically managed.

3.4 Records for demonstrating compliance with the ECL Quality Assurance are maintained.

3.5 Staff meets their responsibilities for records management.

3.6 The effectiveness of records management is monitored and reviewed.

3.7 The continuous improvement of record management systems is demonstrated.

### 4.0 Method

#### 4.1 Types of Documents for version control

The following documents need to be maintained as part of Version Control Procedure.

Applications and all Forms, All College Policies and Procedures, All Agreements related to students, Sample Letter Formats, Tracking sheets and Certificates, Staff documents such as job descriptions, mapping templates,

#### 4.2 Version Control Process

In Step 1, documents are reviewed, amended by College staff. Documents must be created and amended by appropriate personnel in compliance with relevant regulations and be suitable for their intended purpose.

All staff involved in the creation, review and modification of a document must indicate they have checked the content in relation to their area of responsibility including compliance with relevant regulations. Names of staff that have checked the document, separated by commas, must be entered into the 'Checked by' field in the Version Control Register section of the document as each person completes their tasks.

The changes done by the staff member post review are noted as 'Comments' in the 'Version Number' field.

All documents that are being reviewed must be marked with a document number. Upon updating the version of the reviewed document, the version number too needs to be updated in the document itself.

In Step 2, the reviewed documents are then approved by the Principal and then ratified by the senior management team who ensures the Head of Administration undertakes whatever consultation and checking they consider advisable on a case-by-case basis. Once all checking has been completed the document must be approved by the Principal who enters their name in the 'Approved by' field in the Version Control Register.

In Step 3, upon approval, an electronic version of the document is then passed to the Head of Administration for Version Control processing and publishing. The Head of Administration updates the version control register for version number, date of version change/review, and notes the actual change/review done in a specific document.

The Head of Administration must only accept documents into the Version Control system that have been checked by relevant staff and approved by the Principal.

The Head of Administration must check and update the following Version Control Register.

# Version Control Register

Document Name	Version				Created By	Checked By	Approved By	Published By	Effective From	Review Date
	1	2	3	4						
	1	2	3	4	5					
	1	2	3	4	5					
	1	2	3	4	5					
	1	2	3	4	5					
	1	2	3	4	5					
	1	2	3	4	5					
	1	2	3	4	5					
	1	2	3	4	5					
	1	2	3	4	5					

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