



# PP39 – Version Control and Document Management Policy

## 1. Purpose

This policy ensures the integrity, consistency, and traceability of all documents used within Austra College. It outlines the approach to document creation, approval, version control, distribution, archiving, and disposal to support systematic monitoring, evaluation, and continuous improvement under Outcome Standard 4.4.

## 2. Scope

**This policy applies to all documents that relate to compliance, training and assessment, student support, governance, and operations across the organisation, including:**

- ✚ Policies and procedures
- ✚ Training and Assessment Strategies (TAS)
- ✚ Forms and templates
- ✚ Marketing materials
- ✚ Student and staff handbooks
- ✚ Reports, registers, and plans

## 3. Definitions

| Term                     | Definition                                                                                   |
|--------------------------|----------------------------------------------------------------------------------------------|
| Version Control          | A system for tracking changes, updates, and edits to documents over time.                    |
| Controlled Document      | A document that is managed under this policy and included in the Version Control Register.   |
| Document Owner           | The person responsible for maintaining the accuracy, currency, and compliance of a document. |
| Version Control Register | A central register that logs the current version and history of each controlled document.    |
| Archive                  | A designated folder or system location where superseded versions are securely stored.        |

## 4. Legislative Reference

- ✚ Standards for RTOs 2025 – Outcome Standard 4.4

|              |        |               |                      |
|--------------|--------|---------------|----------------------|
| Version      | V2.1   | Document Name | Policy and Procedure |
| CRICOS Code. | 03187D | RTO Name      | Austra College       |
| RTO Code.    | 40336  | Page number   | 216                  |



- ✚ National Vocational Education and Training Regulator Act 2011
- ✚ Applicable internal audit, recordkeeping, and data integrity frameworks

## 5. Policy Statement

**Austra College maintains a document management system that ensures:**

- ✚ All documents are current, consistent, and approved prior to use
- ✚ Each version of a document is tracked and recorded
- ✚ Superseded documents are archived securely
- ✚ Only authorised personnel may modify and release controlled documents
- ✚ Staff and stakeholders have access to the most up-to-date versions

## 6. Procedure – Step-by-Step

| Step | Action                                                                                                        | Responsible Person |
|------|---------------------------------------------------------------------------------------------------------------|--------------------|
| 1    | Create a new document or revise an existing one using a standard template.                                    | RTO Manager        |
| 2    | Assign a version number (e.g., v1.0, v1.1, v2.0) and insert it in the footer of the document.                 | RTO Manager        |
| 3    | Submit the draft for review and approval by RTO Manager or CEO.                                               | RTO Manager        |
| 4    | Upon approval, update the Version Control Register with the new version and archive the previous version.     | RTO Manager        |
| 5    | Distribute the updated document to relevant staff through SharePoint or LMS with version update notification. | Admin Officer      |
| 6    | Schedule annual or triggered reviews of all documents to maintain accuracy and compliance.                    | RTO Manager        |
| 7    | Restrict editing permissions to authorised staff only to protect document integrity.                          | Admin Officer      |
| 8    | Ensure all superseded documents are clearly marked “Archived” and stored securely for audit traceability.     | Admin Officer      |
| 9    | Conduct regular internal audits of the document control system to ensure compliance.                          | RTO Manager        |

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| RTO Code.    | 40336  | Page number   | 217                  |



## 7. Version Numbering Guide

- ✚ **v1.0** – First release
- ✚ **v1.1, v1.2** – Minor updates (spelling, grammar, formatting)
- ✚ **v2.0** – Major changes (new procedures, policy revisions)

## 8. Access and Review

- ✚ All staff must access documents through the controlled platform (SharePoint or LMS).
- ✚ Any staff may suggest changes or updates by submitting a change request to RTO Manager.

## 9. Related Documents

- ✚ Version Control Register
- ✚ Internal Audit Schedule
- ✚ Policy and Procedure Template
- ✚ Document destruction log

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| RTO Code.    | 40336  | Page number   | 218                  |



## 10. Flow chart

### Version Control and Document Management Process



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|--------------|--------|---------------|----------------------|
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| RTO Code.    | 40336  | Page number   | 219                  |