

Version Control Policy

Purpose

To ensure a clear system is in place for all official Greenwich College Pty Ltd documentation, so that the changes that occur to a document are controlled and tracked, and to record the document's development and subsequent revision(s).

Scope

To cover all staff involved in developing, maintaining and updating documentation on behalf of Greenwich College Pty Ltd.

Policy

Greenwich College Pty Ltd will apply version control to all specified documentation and control the release and availability of documentation that is approved for use.

Version control is used to track the changes that occur to a document & record and its distribution throughout the document's development and subsequent revision(s).

Greenwich College Pty Ltd will ensure all of its documentation is controlled by referencing the date, source, version and is traceable.

References

ASQA Standards for Registered Training Organisations 2015
National Vocational Education and Training Regulator Act 2011

Version Control Number	Date	Next Review Date
v1.1	1 st Jan 2018	1 st Jan 2019
v1.2	5 th April 2023	5 th April 2024
v1.3	17 th October 2023	17 th October 2024