



TYPE OF DOCUMENT:	POLICY
TITLE:	VERSION AND DOCUMENT CONTROL
DOCUMENT NUMBER:	POL36
VERSION NUMBER	2.0

POLICY STATEMENT

Perth Boat School will ensure that all documentation relevant to the scope of operations of Perth Boat School will be managed and maintained under a version and document control system, in accordance with the requirements of the Australian Quality Training Framework (AQTF).

Perth Boat School will ensure:

- 1. all materials are reviewed for currency by the Manager prior to issue or re-issue;**
- 2. implement and maintain version control and document control policy and procedures for managing all training and assessment and other relevant materials that relate to its scope of registration;**
- 3. a list of materials with the respective issue and/or amendment status identified is maintained; and**
- 4. all persons required to perform any function under Perth Boat School's scope of registration have ready access to all necessary current materials.**

VERSION AND DOCUMENT CONTROL

1.0 INTRODUCTION

Perth Boat School, as a registered training organisation (RTO), is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF). As such, Perth Boat School is required to ensure that all training and assessment documentation is version controlled and managed, as is specified in the AQTF.

2.0 POLICY PRINCIPLES :

2.1 Principles

- o All Perth Boat School personnel and students will have access to up-to-date relevant information.



- Only the master copy of any document, or the version contained on Perth Boat School website (as applicable), will be guaranteed as being current
- Uncontrolled documents are not guaranteed to be current.
- All documents produced by Perth Boat School will be stored electronically. These documents will be subject to ongoing amendment processes, making allowance for continuous improvement.
- All documents will have a coding system applied, as follows:

Policies

- Made up of alpha and numeric characters, eg POL01
- Prefix will be POL, meaning Policy
- Two digit number, eg 01, consists of the policy number (in accordance with the Policy list).
- All list of all Perth Boat School policies will be maintained

Supplementary documents

- These are documents which support the operations of Perth Boat School.
 - Made up of alpha and numeric characters, eg SUP01
 - Prefix will be SUP, meaning Supplementary document
 - two digit number, eg 01, consists of the supplement number (in accordance with the Supplementary documents list).
 - All list of all Perth Boat School Supplementary documents will be maintained
- Some documentation developed by Perth Boat School, however, may be produced or bound in a booklet form. In this instance, updates of these materials, eg staff contracts, induction manuals, will see the document replaced.
 - The purpose of the Version Control System is to ensure that accurate, current, documents are available to people with a need for relevant information and that superseded documents are removed from use
 - A register of all version controlled documents, document amendments, version numbers and distribution are maintained by the Director Perth Boat School (the master register).
 - Documentation made available via the website will appear in pdf format.

Version Controlled Documents

The following documents will operate under the Version Control system:

- All Training and Assessment forms (for example, Course Evaluation Forms, Enrolment Forms, Attendance forms, Skills Recognition forms);
- All Training and Assessment Policies (for example, Assessment Policy, Appeals Policy);
- Training Resource manuals (TRMs);
- Training and assessment templates;



- Perth Boat School information booklets (ie participant information);
- Code of Practice; and
- Other documents as deemed appropriate by the Director Perth Boat School.

Responsibilities

Director

- Ensures that all policies and procedures associated with document management systems are implemented and maintained in accordance with the policy and the AQTF standards.
- Manages the document process, including distribution and control;
- Maintains a register of all documents covered under the training documents version control system;
- Ensures policy review and update;
- Establishes a documentation format;
- Monitors the version control system,
- Ensures the integrity of all documents, including content accuracy, currency and maintenance;
- Liaises with stakeholders in the development and maintenance of the document, as necessary;
- Keeps the master copy of the current version of the document;
- Keeps the master copy of old versions of the document for historical and audit purposes;
- Prepares the document for distribution ensuring currency, as required;
- Makes comments, where necessary, regarding document errors, omissions or improvements and progresses those through continuous improvement.

Master Index

The Director must establish and maintain a Master Index of all training and assessment documents being version controlled.

This master index must contain the following information:

- a) Document Title;
- b) Document Reference Code;
- c) Current Version Number and date.

Other historical version control information will be kept on the master index.

3.0 SUPPORTING DOCUMENTATION

Perth Boat School documentation which supports the implementation of this Policy includes:

- Version control register
- List of forms SUP02
- List of Policies SUP03
- List of Supplementary documents SUP04



4.0 PROCEDURES :

VERSION AND DOCUMENT CONTROL

36-01

Step One – Document identification

- All documents will receive and be identified by the following:
 - document title (Full name of the document)
 - document code, or file code (generated)
 - version number and date, identifying the version currency and history

Step Two – Review of Documentation

- All controlled documentation produced by relevant State or National authorities will undergo review in accordance with the State or National authority processes, and as such Perth Boat School has no control over document review of these documents. Perth Boat School will, however, monitor each of these documents, obtaining a current copy.
- All controlled documentation produced by Perth Boat School will be subject to ad-hoc/ongoing review, through continuous improvement processes.
- Ad-hoc/ongoing reviews occur as required and may be the result of various activities whereby changes in procedures, processes or information are found to be required. These activities may include, for example, feedback from stakeholders, changes in legislation or as a result of a quality audit.

Step Three – Version Numbering and Revision Status

- Version numbering will consist of two characters. Eg Version 1.0.
- The number will indicate the number of amendments or revisions that the document has had since the full first version was released.
- Documents considered to be in draft will be noted as “Version” 0.A or 0.B etc until they have been approved. At which time the notation will change to Version 1.0.

Step Four - Distribution of Documentation

- Perth Boat School will determine the appropriate documentation that is required by the various personnel who undertake activities on behalf of Perth Boat School.
- Perth Boat School will ensure that all relevant personnel have all the necessary documentation they require to perform their specified functions.
- All documentation will be distributed either in hard copy or soft copy, providing access via the Perth Boat School website.

Prior to the distribution of materials in either hard or soft copy, Perth Boat School will ensure the currency of documentation prior to its issue or re-issue