



### 1.24 Version Control Policy

HLLC will establish and maintain a version control system for all of their documentation. Each document will be clearly identified by its version number, review date, file and path name and number of pages. Obsolete versions of documents will be destroyed to avoid any possible currency confusion.

Changes and updates to documents and course material will be recorded in a Version Control register located digitally on the central drive or as a hard copy in the Education and Training Department Office.

#### Policy Review

1. All public documents will be placed on a Version Control Schedule.
2. A scheduled review of policies will be undertaken by the Committee of Management and Senior Management.
3. The Policy will be discussed at Staff Meetings. Recommended changes will be submitted for Committee of Management approval.
4. After any changes, the old Policy will be removed from the Policy manual and the new Policy inserted.
5. The new Policy will be displayed on the Staff Notice Board for staff to read and initial.

#### Procedure Review

1. Staff will review procedures on a regular basis. Procedures will be written up after agreed changes and disseminated to staff. Copies to be kept in an internal procedures manual.

#### Document Review

1. Curriculum material will be reviewed annually and currency of curriculum material on our scope of registration maintained.
2. All supporting material will be reviewed at least annually with further changes instigated on an as needs basis. Material will be reviewed in conjunction with trainers prior to course commencement to assess suitability of course material.
3. Advertising and promotional material including student information will be reviewed each term and changes made accordingly.