Department	Vocational Education & Training		Author	RTO Manager
Quality Controlled Document No. & Title	10.1	Version Control Policy	Approved	RTO CEO
Version	2.0		Authorised	RTO Academic Board
SRTOs 2015	Standards 2, 6.5 and 8.1, Schedule 5(4) ASQA General Direction: Retention of Completed Student Assessment Items		Distribution	Internal — RTO Staff / External — N/A

1.0   Policy Overview

The review, and subsequent modification of, documents is critical to any effective systematic approach to continuous improvement. Marriott Academy staff and RTO stakeholders shall at all times have access to the latest version of all documents.

2.0   All documentation relating to the functions and management of the Registered Training Organisation shall:

2.1 be reviewed and approved by the RTO Principal in consultation with relevant stakeholders;
2.2 have included information regarding version and document number in a header;
2.3 be made accessible to all stakeholders as appropriate;
2.4 comply with RTO Standards 2015;
2.5 be reviewed annually.

3.0   All documentation relating to the functions and management of the Registered Training Organisation shall be made available, as appropriate, to relevant stakeholders via the Marriott Academy Intranet/Website in PDF format. Policies, procedures and forms shall be able to be downloaded and printed as needed.

4.0   Where required, documents shall be password protected and accessible only to those stakeholders that have been authorised to access such documents.

5.0   Documentation shall not be able to be amended or modified without the authorisation from the RTO Manager, and RTO Management as required. Where amendments and/or modifications are required, the RTO CEO shall:

5.1 make changes to documentation in consultation with relevant stakeholders;
5.2 update the version and document number information (minor update version increase by 0.1, major updates version increases by 1.0);
5.3 upload the latest version of the document(s);
5.4 notify all affected stakeholders of the changes.

6.0   All documents shall be deemed to be "not version controlled" once printed.