

# MILLION BROWN'S COLLEGE (MBC)

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## Version Control Policy and Procedure

<b>Document Name</b>	Version Control Policy and Procedure
<b>Document No.</b>	MBC-QMS-DOC-001
<b>Version</b>	2.0
<b>Approved By</b>	Chand Khanna - CEO
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### Policy Context

<b>Registration Manager</b>	Australian Skills Quality Authority (ASQA)
<b>Conditions of Registration</b>	2025 Standards for RTOs and ESOS / CRICOS requirements, where applicable
<b>Codes and Standards</b>	2025 Standards for RTOs – Outcome Standard 4.4 and related governance, recordkeeping and continuous improvement requirements
<b>Legislation or Other Requirements</b>	National Vocational Education and Training Regulator Act 2011; Privacy Act 1988
<b>Related Documents</b>	Records Management Policy and Procedure; Continuous Improvement Policy and Procedure; Document Register; Archiving Procedure; Policy and Procedure templates; Forms Register

### 1. Purpose

The purpose of this policy and procedure is to identify and manage document control and version control within MBC's quality management system.

It is intended to ensure that staff access and use current, relevant and authorised documents, that changes are tracked, and that superseded documents are archived appropriately.

### 2. Objective

The objective of this policy and procedure is to ensure that MBC has suitable and appropriate version control in place, maintains a policy framework to comply with version control requirements, and ensures personnel know their responsibilities and obligations.

### 3. Scope

This policy applies to all controlled documents used within MBC's quality management system, including policies, procedures, forms, learning and assessment materials, student documentation, registers, templates, and other business-critical documents.

### 4. Policy Statement

MBC will apply document control and version control to all specified documents that affect the quality, compliance, consistency, and reliability of MBC operations.

Only current authorised documents are to be made available for active use.

Superseded, draft, archived and uncontrolled documents must be clearly identified and managed so they are not mistakenly used as current documents.

## 5. General Processes

Version control is used to track changes to a document and record its distribution, revision, approval and archival throughout the document lifecycle.

Document control applies from creation, review, approval, publication, distribution, maintenance, retention, and archival.

The authority to approve amendments and revisions to controlled documentation rests with the document owner and approving authority identified in the relevant register or delegation process.

## 6. Version Control Guidelines

MBC will ensure that staff and relevant stakeholders are informed of changes to legislative and regulatory requirements that affect services delivered.

All documents used to define and support MBC's business activities have a bearing on the quality of MBC's management system and therefore require appropriate document control.

The version control process regulates and controls the release and availability of approved documentation for use.

## 7. Good Records Management

Effective document control supports business efficiency, accountability, compliance with statutory obligations, sound policy and managerial decision-making, protection of the interests of MBC and the rights of students, staff and stakeholders, preservation of organisational memory, and savings in time and resources.

## 8. Document Authors and Authorisation

The author of a controlled document is responsible for using the approved template or format, selecting an identifiable file name, providing correct version control information, identifying the document type, filing the document in the appropriate location, notifying relevant staff of changes, updating registers where required, and arranging archival of old versions in accordance with the archiving process.

Approval for release and use of controlled documents rests with the RTO Manager or other authorised delegate.

## 9. Document Edits and Archival

Edits and deletions are managed through version control and the retention of archived versions in designated electronic archive folders.

Where an edit or deletion affects documents used by other staff across MBC, appropriate stakeholder consultation and communication is required before implementing changes.

## 10. Document Types Subject to Version Control

Document types subject to version control include, but are not limited to, assessment packs, assessor packs, mapping documents, learner guides, policies and procedures, forms, fact sheets, student documentation, templates, registers and controlled operational documents.

## 11. Controlled and Uncontrolled Documents

Controlled documents are tracked and version controlled to ensure consistency and relevance across all aspects of MBC operations.

Controlled documents include documents that are approved for use, correctly identified, current, and available in the latest authorised version.

Uncontrolled documents may include photocopies and printed copies of controlled documents, documents marked as uncontrolled copy when printed, and documents marked draft.

Uncontrolled documents should be checked regularly for currency and must not be relied on where a current controlled version is required.

## 12. Maintenance and Review of Documentation

MBC will ensure it complies with the 2025 Standards for RTOs at all times, including where services are being delivered on its behalf.

The RTO Manager or authorised delegate is responsible for assigning documents appropriately according to business requirements and ensuring that each document is maintained and updated.

Management will review summary reports of significant document changes to confirm that business requirements and support systems remain aligned.

## 13. Document Footer and Identifier Requirements

Version control information is to be displayed prominently in the header or footer of controlled documentation unless the nature of the document makes a simplified footer more practical.

At a minimum, controlled documents should include a document title, document number or identifier, version number, approval date or effective date, review date where applicable, and page numbering where relevant.

## 14. Document Location and Protection

Controlled documentation is to be recorded in central authorised electronic file locations and managed in accordance with approved access permissions.

The contents of these locations should be accessible to authorised MBC representatives who require access to perform their roles.

## 15. Version Control Procedure

Step	Procedure	Responsibility
1	Document dates: The author includes the document creation or revision date in the footer using the approved date format.	Author / Document Owner
2	Document author: The author includes their name or approved identifier in the prepared by field where applicable.	Author
3	Version numbers: The author includes the current version number in the footer or version control table.	Author
4	Draft version number: The first draft is V0.1. Subsequent drafts increase by 0.1 (e.g. V0.2, V0.3).	Author / RTO Manager
5	First final version: Once approved for use, the first final version is recorded as V1.0.	Approving Authority
6	Final documents undergoing revision: A final document under review may progress as V1.1, V1.2 and so on until the revised final version is approved as the next whole version (e.g. V2.0).	Author / Approving Authority
7	Documenting changes: A list or summary of significant changes from the previous version should be maintained or available during review and approval.	Author / Document Owner
8	Legacy documents without a visible version: Any older document without version information should be reviewed and, where adopted into the system, assigned an initial controlled version.	RTO Manager / Document Owner
9	Approval and issue: Documents are authorised by the RTO Manager or authorised staff member and then published to the approved location.	RTO Manager / Delegate
10	Superseded versions: Old versions are moved to a superseded, archived or obsolete folder so only the current authorised version remains visible in active folders.	Document Owner / Administration

## 16. Continuous Improvement

This procedure is designed to ensure that the needs and feedback of customers, staff, partners, industry contacts and regulatory bodies are recognised and reflected in the regular review and improvement of service standards and controlled documentation.

Management review will consider common threats relating to compliance and quality assurance, repeat issues, documentation changes, structural changes to document systems, changes to approving authorities, and any adverse trends that need correcting.

## 17. Confidentiality and Privacy Statement

For more information, refer to MBC's Privacy and Confidentiality Policy. Document control records and version information will be handled and stored in accordance with MBC's approved privacy and records management procedures.

## 18. Publication

This policy, once approved, will be available to all relevant staff and students by accessing approved MBC document locations, the intranet, the website where appropriate, or on request.

This policy and procedure will form part of the information distributed and communicated during staff orientation.

## 19. Review Processes

This policy will be reviewed annually by the RTO Manager or authorised delegate.

Approved policy decisions and changes will be documented in version control records, communicated to relevant staff, and uploaded to approved document locations.



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