



Version Control Policy & Procedures As At August 2008

Private and Confidential

1.0 Policy

- 1.1. Performance English is committed to maintaining systematic controls over its documentation.
- 1.2 This includes the accurate recording of amendment dates and versions on the server.

2.0 Procedures

- 2.1 Documents are saved on the company server with a suffix notating the version and the date of the document in the format of ddmmyy at the end of each document name e.g. v 1.0 150808 for version 1, 15 August 2008.
- 2.2 Policies and Procedures can only be amended by the Manager of Operations.
- 2.3 All current organisational policies and procedures are clearly documented and accessible to all staff.
 - On the server in a separate folder called “RTO Policies and Procedures”, that all staff have access to
 - ‘Old’ versions are saved on the server in a folder called “Archived RTO Policies and Procedures”
 - An easily accessible hard copy of the manual is available in the office
 - Every staff member is given a copy of the policy and procedures manual
 - Access is available on our website