



Macarthur Community College Inc
RTO ID 6860

POLICY				
Title	Document Control			
Purpose Describe policy intent	The purpose of this policy is to outline the conditions under which the College produces and controls its documents.			
Scope List who this policy and procedure applies to	The implementation of this policy is the responsibility of the Principal. Authority and actions are delegated to the following staff as appropriate. a) VET Manager b) Program Manager c) Office Staff			
References and legislation	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015			
Definitions				
Policy	All internal documents will use the standard footer of the file pathway name/location version control and date. Version numbers and dates will be changed as appropriate and archived electronically. All documents produced for external clients must be approved by the Principal (or their delegated officer) before release.			
Relevant documentation	All internal documents			
Communication and support for staff	Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request			
Procedure				
Review date	March 2016			
Mapping to Standards for RTOs	8.1,			
Version and Date issued	Version	1	Date issued	01/4/15
Developed By	VET Manager			
Approved by	Principal			

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