



DOCUMENT CONTROL PROCEDURE

1. Purpose

To ensure that all documents and promotional material are regularly reviewed and updated.

2. Scope

This procedure includes all internal staff, IT staff in the Philippines, and may also include education agents.

3. Procedure

- 1) All staff members at Camberwell College are responsible for reporting any outdated information in any document or promotional material to their direct line manager at any time they come across it.
- 2) If a line manager is alerted to outdated information, they will:
 - a) Immediately correct the document or ask a staff member to do so
 - b) Update the version in the footer
 - c) Archive the old document (if necessary)
 - d) Upload the new document to OneDrive
 - e) Alert any relevant stakeholders, which may include students, teaching staff, admin staff, IT staff in the Philippines (in the case of changes that need to be made to the website) or education agents to the change(s) in document, if necessary
- 3) Both the Campus Manager and the Director of Studies will also formally review all policy and procedural documents and promotional at the beginning of each financial year. They may choose to delegate certain documents to be reviewed by relevant staff members at this time. If any documents or promotional materials require changes, the steps a) to e) outlined above will be followed.