Version and Document Control Policy

MGTD Pirii will ensure that all documentation relevant to the scope of registration will be managed and maintained under a version and document control system, in accordance with the requirements of the Australian Quality Training Framework (AQTF).

All documents will be maintained in a systematic and continuous improvement approach which will strengthen the management of operations. Documents of MGTD Pirii will be current and reviewed regularly to ensure compliance is maintained.

The following documents will operate under the Version and Document Control system:

MGTD Pirii documentation:
- Policies and Procedures
- Manuals
- Forms
- Other documentation as deemed appropriate by the CEO/Director

Responsibilities

CEO / Director
- Ensures that all policies and procedures associated with document management systems are implemented and maintained in accordance with the policy and the AQTF standards
- Manages the document process, including approval and distribution
- Maintains a register of all documents covered under the training documents version and document control system
- Ensures the integrity of all documents, including content accuracy, currency and maintenance
- Liaises with stakeholders in the development and maintenance of the document, as necessary
- Prepares the document for distribution ensuring currency, as required
- Makes comments, were necessary, regarding document errors, omissions or improvements and progresses those through continuous improvement

Signed:  

Date: 9/07/2014

Michael Gray  
CEO/ Director

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<th>Version &amp; Document Control Policy</th>
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<th>RTO Admin</th>
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<td>Approved By:</td>
<td>M Gray</td>
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<td>09-07-2014</td>
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