

Document Control Policy

Sept 2021

Version 5

1. Scope

This policy applies to all staff at Expanse Learning.

2. Objective

The objective of this procedure is to ensure the effective control of all documents within Expanse Learning's Quality System, enabling all employees to have access to relevant and current versions of all Expanse Learning's Operational Policies and Procedures and all key documentation associated with the training programmes and their delivery.

3. Responsibilities

Leaders have responsibility for:

- The authorisation of all policies and procedures within Expanse Learning Quality System
- The approval and authorisation of supporting documentation held within the quality system
- to ensure access to relevant documentation for all employees.

The Shared Services Team has overall responsibility for:

- the issue, amendment and recall of any quality documentation
- for the maintenance and control of external documentation.

Employees are responsible for:

- Ensuring that documentation relevant their job role is correctly utilised and maintained
- Conformance to the requirements of the Quality System and the Operational Procedures is mandatory for everyone within Expanse Learning.

4. Quality Documentation

All Expanse Learning policies, procedures and supporting documentation shall be maintained centrally and shall be accessible to all relevant parties. All quality documentation shall be identified by means of a reference number, issue identification and review date, which shall be logged on the Quality System Index. All subsequent documentation issued shall be accompanied by an issue control sheet, identifying document(s) and purpose (new document) or amendment (revised document).

If amendments are made to operational procedures or supporting documentation, the systems index shall be updated accordingly. Alterations or amendments to Expanse Learning Quality System shall be sanctioned by the Board, as applicable. Once sanctioned the procedure or document so affected will be officially and formally changed, and the quality system updated accordingly.

5. Programme Documentation

The Shared Services Team shall ensure that:

- All relevant key external documents provided by the Funding Agencies etc. are indexed, controlled by the Data & Compliance Manager and are available on '*Expanse Learning One Drive*'.
- Changes to key external documents shall be communicated by the document controller to all relevant parties via corporate communications. Any documents that require confirmation of receipt will be communicated via DatabridgeMIS.
- All new, amended or replacement documentation shall be entered onto the master form index identifying external criteria.
- Any super-ceded or obsolete documentation are removed from the central library.

6. Networked Documentation

Where access is available all documents held within the system shall be found on the '*Expanse Learning One Drive*'. All documentation within the controlled system shall **not** be revised, amended or deleted by any unauthorised party.

7. Obsolete Documentation

The Shared Services Team shall communicate changes to all personnel. All personnel who hold or are responsible for the provision or maintenance of document supplies (copies), shall ensure all obsolete documentation is removed from circulation and destroyed. Electronic copies of all obsolete documentation shall be maintained by the Shared Services Team for future possible referral and archived within a restricted folder. All documents will be updated on the document register identifying the current version number.

8. Monitoring arrangements

This policy will be reviewed every 12 months but can be revised as needed.

Impact of non-compliance:

Staff:	Disciplinary action, Support, Action Plan
Student:	Not applicable
Legislation/organisational:	Reputational damage, litigation, statutory and non-regulated compliance.
Compliance lead:	Shared Services
Policy Reference:	ELGR-POL-DPM-001
Version:	5
Agreed policy location:	DatabridgeMIS
Does the policy require Governor approval?	No

Approval

Prepared by Scott Roberts (Assoc. CIPD) 01/09/2021  Head of Shared Services	Approved by Tony Brown 01/09/2021  CEO	Counter Signatory Richard King 10/09/2021  Director of School & Pre 16 Education
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Version Control

Version	Date	Revision	Review Date
4	01/09/2020	Review	31/08/2021
5	01/09/2021	Policy Reviewed	31/08/2022
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