

CORE DOCUMENTATION MANAGEMENT POLICY AND PROCEDURE

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Purpose

The purpose of this policy and procedure is to ensure that there is a document control system so that current versions can be identified and located, and obsolete documents are removed from use.

1. INTRODUCTION

- 1.1 Core Documentation at the ICOM falls into the following categories. The table below indicates the types of core documentation and how the ICOM manages, stores and publishes it.

TABLE 1

Core Documentation Category	Storage Location	Publication Location	Responsibility
Course Documentation Course Information Forms Course Handbooks	Academic Registry	VLE Intranet	Quality Manager
Institutional Documentation Guidelines Handbooks for External Persons	Academic Registry	College website VLE Intranet	Quality Manager
Committee Terms of Reference Committee Minutes	Academic Registry	Intranet VLE	Quality Manager
Policies, Procedures & Regulations	Academic Registry	College website VLE Intranet	Quality Manager

2. ROLES AND RESPONSIBILITIES

- 1.2 The Quality Manager has overall responsibility for the Core Documentation Management Policy and Procedure.
- 1.3 The Quality Manager is responsible for storing and publishing all master versions. They are also responsible for the management of the Policy, Procedure and Regulation Development and Review Schedule and hold all records of review documentation on behalf of the Quality Team.

- 1.4 The Policy, Procedure and Regulation Development and Review Schedule details all of the ICOM’s policies, procedures and regulations including details of their development and review schedules. It is implemented by the Quality Manager.
- 1.5 Document owners are responsible for making amendments to core documents in-line with the review cycle. Once the document is approved the owner must send it to the Quality Manager so that it can be stored, recorded and published.
- 1.6 All staff and students can access the published versions of core documentation from the ICOM’s website, intranet and VLE.
- 1.7 Staff are reminded not to rely on printed copies as being the most up to date versions. Printed copies are not considered to be definitive. Staff are discouraged from printing documentation.
- 1.8 Members of the Quality Team only have access to the master copies of core documentation and records of documentation revision.
- 1.9 Location of master versions of core documentation, the review register and records of documentation revision: Academic Registry secure drive.

3. DOCUMENTATION STORAGE AND PUBLICATION LOCATIONS

MASTER VERSIONS AND RECORDS OF DOCUMENTATION

- 1.10 Master versions of core documentation, the Policy, Procedure and Regulation Development and Review Schedule and records of documentation revisions are stored by the Quality Team. These are not accessible by other staff or students.

PUBLISHED VERSIONS

- 1.11 A final, approved version of a Core Document is published as an un-editable document on the College website, intranet and VLE as detailed in Table 1. A record of each document is listed in the Core Documentation register, which includes information about its date for review and documentation history (Appendices A).
- 1.12 The Quality Manager oversees the processes for documentation storage and the Quality Manager is responsible for initiating reviews; this includes maintaining the register and triggering document owners to update documentation following the review cycle.

ADDITIONAL DOCUMENTATION LOCATIONS

- 1.13 The master version of a course specific core document may be made available by a member of

staff in other locations. The master version is an un-editable document, so it cannot be amended when it is copied to another location.

- 1.14 Staff are encouraged not to print off copies of documents but to refer to the Core Documents on the Intranet for all policies, procedures and regulations and to Course Leader for all core documents regarding course information.
- 1.15 All documents on the intranet are the up to date versions and should be used by all staff and students.

APPENDIX A: TEMPLATE FOR CORE DOCUMENT HISTORY

Core Documentation Cover Sheet

Document title			
Document date	<i>dd/mm/yy</i>		
Version number	<i>E.g. Drafts</i> <i>Revisions</i> <i>Approved versions v1.0, v2.0, v3.0</i>		
Author name and job title			
Circulation when approved and location(s) (Please Tick) (<input type="checkbox"/>)		<i>Please Tick</i>	<i>Please Tick</i>
	<i>Committee Members</i>		<i>Confidential</i>
	<i>Staff</i>		
	<i>Students</i>		
	<i>Alumni</i>		
	<i>Public</i>		
	<i>Website/public intranet</i>		
Other location/s	<i>e.g. Student Handbook/Programme Handbook</i>		
Review trigger date	<i>Ask Quality Manager for advice if required</i>		
	Yes	No	Not applicable
Consultation with appropriate stakeholders	<i>e.g. Tick if consultation has been carried out and add references to evidence</i>		
Committee with final approval authority	<i>e.g. SMT</i>		
Date committee approval issued and minute reference	<i>Leave blank until approval has been given</i>		