

## STES

# RTO Policy – Records Management – Document Control

<b>Purpose</b>	The purpose of this policy is to ensure RTO documentation is created and managed systematically, and that all records relevant to its operations as an RTO are maintained.
<b>Inputs</b>	<p><b>Standard 1 - The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.</b></p> <p>1.8. The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):</p> <p>b) is conducted in accordance with the Principles of Assessment and the Rules of Evidence.</p>

<p><b>Policy</b></p>	<p>All STES documentation is to be managed systematically in accordance with the RTO Document Control &amp; Style Guide.</p> <p><b>Appearance</b></p> <p>All STES documents are to be consistent in appearance; drafted in accordance with the STES Style &amp; Document Control Guide.</p> <p>At a minimum each document must include:</p> <ul style="list-style-type: none"> <li>• The STES Logo in the Header</li> <li>• The electronic file name, including the version number, and page number in the footer;</li> <li>• Controlled documents are to be identified in accordance with the Style Guide and include the date printed in the footer</li> </ul> <p><b>Version Control</b></p> <p>Version control of documents provides an audit trail through the development of the document and its use. All controlled documents are to have version numbers in their file name. Version numbers are preferred, but not essential for uncontrolled documents.</p> <p><b>Currency</b></p> <p>Hard copy and electronic format documentation is to be reviewed regularly to ensure the accuracy, integrity and currency.</p> <p><b>Access</b></p> <p>Access to documentation is to be controlled in accordance with legislative requirements and the purpose of the document.</p> <p><b>Intellectual Property</b></p> <p>Any documents created for, or on behalf of the RTO will be deemed to be the RTO's intellectual property.</p> <p><b>Archive / Destruction</b></p> <p>All obsolete hard copy and electronic format documents will be archived or discarded in accordance with the legislative requirements as specified in the STES Style &amp; Document Control Guide.</p>
<p><b>Reference Documentation</b></p>	<p>Other reference documentation which relates to this Policy &amp; Procedure includes:</p>