

Procedure 1.8 Document preparation and version control

1 Purpose

To specify the Academy's expectations about the preparation of all documents so as to ensure a standard and consistent style, appearance and layout.

Change control is the process by which any amendments or revisions to Academy documents are made and authorised. The procedure will ensure that the Academy maintains the currency and appropriateness of its policies, procedures and documents.

2 Defined responsibilities

The CEO / Principal bears the ultimate authority for signing off and authorising all Academy documents.

All employees have the responsibility of noting any inaccuracies or anomalies in policies and procedures and reporting such to the CEO / Principal.

3 Operational description: document preparation

This procedure on document preparation and production will apply to all Academy documents and publications, including:

- printed materials about the Academy and programmes
- business plan and strategic documents
- handbooks
- policy documents
- procedural documents
- website content
- standard letters
- student learning materials, including assignment briefs, programme handouts and powerpoint materials

3.1 Typeface, point size, headers, etc

The standard typeface will be Arial. No documents should be produced using any other typeface.

Main headings, used to introduce documents (as at the top of this document) should be set in:

14pt bold

Section headings, such as that used above to introduce this section of the document, should be set in:

12pt bold

Sub section headings should be set in:

11pt bold

Body text should be set in 11pt without emboldening.

3.2 Use of underlining, upper and lower case, italics, parentheses, etc

Underlining should not be used in documents.

The use of upper case should generally be avoided within sentences, except where proper names or titles are being reproduced.

Italics (in 11pt body text) should be used to indicate the title of a text or document. Italics should be used in single quotation marks if reproducing verbatim a comment, statement or opinion from another document. [Smith (2010) has stated that '*students are nothing but trouble*']

The use of quotation marks for any other purpose should be avoided.

Square brackets [] can be used only in cases where appropriate.

Acronyms [eg FHEQ] must not be used without first explaining what they mean.

Emphasis can be given to points in the body text where appropriate by emboldening and italicizing [eg this point is ***very important***] But this should be the exception rather than the rule.

3.3 Referring to the Academy

Refer to the Academy, or give the full name, and in no other way.

3.4 Spacing

The simple rule on spacing of text is simply to use common sense and to avoid any sense of clutter in the document by sensible use of line spacing.

3.5 Footers

All documents should bear a standard footer which should indicate Academy copyright by use of the copyright symbol ©, document description, date of issue and issue number.

3.6 Version control

All documents will be given a version number, which will be indicated on the document footer

3.7 Approval and sign off of Academy documents

The final draft of each document should be reviewed by the CEO / Principal, edited and revised as appropriate and then signed off formally prior to use.

4 Operational description: version control

4.1 Scope

This procedure sets out the process by which all Academy documents will be controlled. In this context, 'control' means that each document cannot be altered or amended in any way without using the defined procedure. Any employee who amends Academy documents without recourse to the version control procedure may be liable to disciplinary measures.

4.2 Format, style and content

Section 3 of this procedure sets out the expectations for document content, format and style. There is an expectation that every Academy document will include a standard footer with a version number and date. The footer details will be updated if any revisions or amendments are considered necessary and subsequently authorised.

4.3 Requests for amendments to Academy documents

Any requests for amendment will need to be made in accordance with the requirements of Procedure 7.1 *Review and sign off of public information*.

Any employee can initiate a request for amendment.

Amendments may be considered necessary for a number of reasons, which can include:

- need to update content of a document due to significant changes relating directly or indirectly to the topic (e.g. more recent relevant references; additional current content)
- need to rectify any inappropriate content which was originally authorised erroneously in a document (this can include minor textual inaccuracies as well as substantive content)
- reconsideration of policy, which may render document content inappropriate or redundant
- reconsideration of appropriateness of document content based upon staff or student feedback

4.3 Version control authorisation

Any proposed amendments to policy documents will require authorisation for any amendments at Board level.

Proposed amendments to procedures and other documents will be considered by the CEO / Principal, who will maintain a Version Control Log. All authorised amendments will be recorded in this record. The information to be recorded will be:

- Document name/number and brief note of nature of amendment
- Name of employee making the amendment request
- Date of authorisation of version (or rejection of request)
- Date the version amendment to the document has been carried out

It will be the responsibility of the CEO / Principal to maintain the Version Control Log, ensure that any authorised amendments are made and inform employees and students about the amendments.