



<b>Procedure 1.8 Document Preparation and Version Control</b>					
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<b>Review No</b>	6	<b>Next Review Date</b>	March 2024	<b>Approved on</b>	March 2023

**Procedure Issued** : April 2016

**Procedure Owner** : Principal / CEO

- This procedure is shared with our students and/or can be obtained:
  - on our website <https://docklandsacademy.co.uk/policies-and-procedures>,
  - on the desktops of all computers in the library on the top floor,
  - by emailing us at [info@docklandsacademy.co.uk](mailto:info@docklandsacademy.co.uk).

The policy is reviewed and monitored on a regular basis for currency and fitness as part of our 1.9 Review and Revision of Policies and Procedures.

## **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 responsibilities 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 (but not limited to):



Information Type	Owner
printed materials about the Academy and programmes	Marketing Department. Signed off by the CEO / Principal
posted content on social media (for example, Instagram, Facebook, LinkedIn posts)	Marketing Department. Signed off by the CEO / Principal
business plan and strategic documents	Senior Management
handbooks	Academic Department
policy documents	CEO / Principal / Department Leads
procedural documents	CEO / Principal / Department Leads
website content	Marketing Team (including any third-part hosts) signed off by CEO / Principal
standard letters	Admissions and Administration
student learning materials, including assignment briefs, programme handouts and PowerPoint materials	Academic Department

### 3.1 Typeface, Point Size, Headers, etc.

The standard typeface will be Arial. No documents should be produced using any other typeface, unless otherwise approved.

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 [e.g. 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, or DAL, 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, where appropriate, 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 name or 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 or a name with a version number and date. These 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

#### **4.4 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 an appropriate Version Control Log. All authorised amendments will be recorded in this format. 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 substantial amendments are made and inform employees and students about the amendments.



## 5 Related Documents

### 5.1 Policies

Policies 1-9 and all their associated procedures relevant to document preparation and version control

### 5.2 Student Terms and Conditions

### 5.3 External Reference Points

- Data Protection Act 2018 <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
- Information Commissioners' Office <https://ico.org.uk/>
- Association of Employment and Learning Providers (AELP) principles of Good Governance for Independent Training Providers at <https://www.aelp.org.uk/media/2595/code-of-governance-final-sept-2018.pdf>
- Competition and Markets Authority Guidance for HE Providers at <https://www.gov.uk/government/publications/higher-education-consumer-law-advice-for-providers>
- UKCISA Code of Ethics at <https://www.ukcisa.org.uk/Membership/Codes-of-practice/Code-of-ethics>