

Version Control Policy

V2.0

Introduction

This is version two of the Version Control Policy and replaces all previous versions. This document is subject to regular revision and maintained electronically by its owner. Electronic copies are version controlled. Printed copies are not subject to this control.

Change history to V2.0

Date	Section	Change	Reviewed by	Signed off By
January 2023	All	Multiple changes due to annual review	N Preston	R Lowbridge

Version Control

It is important that organisations and individuals, both internal and external to SFEDI Awards, can track any changes that may be made to documentation and/or policies ensuring that the most up to date version is being used.

This supports the effective operation of SFEDI Awards and the development, delivery and awarding of qualifications.

To support this, SFEDI Awards will:

- Include the version number within the title of the document, eg. v1.0, v1.1
- Include version control information within the body of the document including update date, the individual(s) who completed the update and a short description of the update made
- Communicate updates to those impacted through electronic communication methods
- Complete any necessary update to regulatory systems, for example SQA Accreditation SharePoint or the Ofqual Portal.
- Archive the original version in the relevant folder for future reference

Contact Us

If you have any queries about the content of this policy, please contact our customer service department.

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