

## Document Preparation & Version Control

<b>Policy no:</b>	8.9 Document Preparation and Version Control
<b>Version no. &amp; date:</b>	V23.3
<b>Author:</b>	Head of Compliance
<b>Last review date:</b>	March 2023
<b>Next review due:</b>	September 24
<b>Responsible Committee:</b>	Executive Planning and Policies Committee (EPPC)
<b>Approved by &amp; date:</b>	SMT, October 2020
<b>External reference points</b>	UK Quality Code UKSCQA/02  Admissions and recruitment and widening access [Guiding Principle, 1.1.1].  <i>Policies and procedures for application, selection and admission to higher education courses are transparent and accessible</i>
<b>Linked policies:</b>	8.3 Public Information Policy Review and Approval  8.9 Review and Revision of Policies and Procedures
<b>Audience:</b>	Staff, BoG

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## **1 Introduction**

This Policy provides all the details required on how to write, format, review, update and version control all of the College's policies, procedures and terms of reference.

## **2 Purpose**

To specify the College's expectations about the preparation of all documents to ensure a standard and consistent style, appearance and layout are maintained.

To provide processes for change control, which is the process by which any amendments or revisions to College documents are made and authorised. The procedure will ensure that the College maintains the currency and appropriateness of its policies, procedures and documents.

## **3 Scope**

The policy covers the requirements for writing and changing all policies, procedures and terms of reference in addition to other documents that provide information for the public, staff and/or students on how the College is governed, its various operations are managed, and its processes conducted and regulated.

## **4 Aims and Objectives**

The College aims to ensure that all policies and procedures and terms of reference followed at the College are accurate, up to date, standardised, accessible and transparent. To this end the College has the following objectives are to ensure that all policies and procedures and terms of reference are:

- written according to an approved structure and standard
- accurate and regularly updated
- formatted in the College style

- approved according to a transparent system
- with clear version control for all policies
- appropriate and accessible for the target audience

## **5 Defined Responsibilities**

The Senior Management Team (SMT) and/or Academic board (AcB) bears the ultimate authority for signing off and authorising all updated College documents. The Board of Governors bears the ultimate authority for the approval of any new policies and procedures and terms of reference.

All employees and Board of Governors have the responsibility of noting any inaccuracies or anomalies in policies and procedures and reporting such to the appropriate committee responsible for monitoring, assessing and updated or amending policies and procedures and terms of reference.

## **6 Document preparation**

Document preparation and production will apply to all College documents and publications, including:

- printed materials about the College 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

## 6.1 Policy Structure

Where relevant all policies start with the following headings:

1. Cover Page
2. Introduction
3. Purpose
4. Scope
5. Aims and Objectives

These initial headings will be followed by whatever is required for each policy.

In some cases not all of the five headings will apply and in some cases there may other headings used instead or in addition.

### Policy Cover Page

As can be seen on the front page of this document, every College policy will have a cover page containing the Oxford Business College logo, Policy title and the following table completed below:

<b>Policy no:</b>	
<b>Version no. &amp; date:</b>	
<b>Author:</b>	
<b>Last review date:</b>	
<b>Next review due:</b>	
<b>Responsible Committee:</b>	
<b>Approved by &amp; date:</b>	
<b>External reference points</b>	

<b>Linked policies:</b>	
<b>Audience:</b>	

## 6.2 Numbering Policies

Every policy must be numbered according to which of the 10 groups of policies it belongs to. The policy groups are listed below:

1. Governance
2. Academic Management
3. Quality
4. Teaching Learning and Assessment
5. Student Admissions
6. Student Support
7. Human Resources
8. Information and Marketing
9. Health and Safety
10. Board and Committees

All policies will be listed in their group using the group number followed by a decimal point and the number that indicates which order they appear within the group. For example, this policy is numbers 8.8 because it is listed in the index of policies as the eighth policy in the policies Group 8: *Information and Marketing*.

## 6.3 Terms of Reference Structure

1. Board or Committee Title

2. Introduction and definition of terms
3. Purpose
4. Objectives
5. Working Groups or Panels reporting to the Board or Committee
6. Who the Board or Committee reports to
7. Membership
8. Quorum
9. Frequency of Meeting

#### **6.4 Typeface, point size, headers, etc**

The standard typeface will be Calibri (Body). No documents should be produced using any other typeface.

Main headings used to introduce documents (as at the top of this document) should have every word capitalised apart from prepositions, articles, and conjunctions, unless they are the first word of the title, and should be set in:

**22pt bold**

Table of content heading, used to introduce the table of contents should be set in:

**20pt bold**

Section headings, such as that used above to introduce this main section (3) of the document, have every word capitalised apart from prepositions, articles, and conjunctions, unless they are the first word of the title, and should be set in:

**14pt bold**

Sub section headings such as that used should in this section (3.1) should written in sentence case (without capitalising every word) and should be set in:

**12pt bold**

Body text should be set in 11pt without emboldening.

## 6.5 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 [e.g. this point is ***very important***] But this should be the exception rather than the rule.

## 6.6 Referring to the College

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

## 6.7 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.

## 6.8 Footers

All documents should bear a standard footer which should indicate document description, version number,. Footers should be set in 11pt, not emboldened and should have the page number over the total number of pages in the document. See the footer in this document for an example.



## **6.9 Version control**

All documents will be given a version number, which will be indicated on the document front page.

The following coding method will be adopted:

First number: Academic Year

Second Number: Month of update and approval

For example a policy updated in March 2023, would receive version number 23.3.

## **6.10 Approval of College documents**

The final draft of each document should be reviewed, edited and revised as appropriate by the responsible committee, The document should then be signed off formally by the SMT or Academic Board in the case of all documents including updated policies apart from new policies that must be approved by the BoG prior to use.

# **7 Version control**

In this context, 'control' means that each document cannot be altered or amended in any way without using the defined procedure. All stakeholders who amend College documents must apply the version control procedure.

## **7.1 Format, style and content**

Section 6 above sets out the expectations for document content, format and style. There is an expectation that every College 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.

## **7.2 Requests for amendments to College documents**

Any staff member, BoG member or other stakeholder can initiate a request for amendment.

Amendments may be considered necessary for several 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 for example in light of new legislation or change of circumstances
- reconsideration of appropriateness of document content based upon staff or student feedback

### **7.3 Version control authorisation**

Any proposed amendments to policy documents will require authorisation for any amendments by the responsible committee with authorisation from the Academic Board or the SMT. Authorisation may be granted by Chair's action. Authorised policies and procedures may be subject to approval and amendments by the Audit and Risk Committee or the BoG.

Proposed amendments to procedures and other documents will be considered and Version Control Log and index of all policies maintained by the Head of Compliance. All authorised amendments will be recorded in this log. The information to be recorded will be:

- Document name/number and brief note of nature of amendment
- Name of stakeholder 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 Head Compliance to maintain the Version Control Log, ensure that any authorised amendments are made and inform all stakeholders including BoG members, employees and students about the amendments that are relevant to them.