

MENZIES INSTITUTE OF TECHNOLOGY

POLICY SUMMARY FOR STUDENTS

MITP05 - Document Management Policy and Procedure

VERSION: 14

LAST REVIEWED: February 2025

NEXT REVIEW: February 2026

PURPOSE OF THIS POLICY

This policy explains how Menzies manages all our important documents including policies, procedures, forms, templates, and training materials. It ensures that everyone uses the correct, current versions of documents and that all documentation follows consistent processes for development, approval, storage, and updates. This helps maintain quality, transparency, and compliance with VET regulatory requirements.

KEY SECTIONS OF THE POLICY

1. Document Naming Standards

All Menzies documents follow specific naming conventions so they are easy to identify and locate. For example, policies are named "MITP###" (like MITP05), student forms use "MFS###", and teaching forms use "MFT###". Every document includes a version number to track updates.

2. Version Control and Currency

All documents are subject to version control, meaning we track every change and update. You can always identify the current version by the version number in the document footer. Using outdated versions of forms or documents may cause processing delays, so always check you have the latest version.

3. Document Storage and Access

Electronic documents are stored centrally in our designated cloud server location. This ensures documents are secure, backed up, and accessible to authorized staff. Students can access relevant documents through our website, student portal, or by requesting them from Student Services.

4. Document Development and Review

Documents are developed following standardized templates where available. All documents undergo quality review before approval. Policies and procedures are reviewed at least annually to ensure they remain current and compliant with regulatory requirements.

5. Document Approval Process

All documents require approval from designated authorities before use. For policies and procedures, approval comes from the Principal Executive Officer or the Board of Directors. Forms and templates are approved by the Head of Compliance or relevant department heads.

UNDERSTANDING THE DOCUMENT MANAGEMENT PROCESS

As a student, here's what you need to know about how we manage documents:

- **Step 1: Finding Current Documents**

Always access documents from official sources (our website, student portal, or Student Services). Documents posted on noticeboards or provided in student information packs are current at the time of distribution.

- **Step 2: Checking Document Currency**

Look for the version number and review date in the document footer. If you're unsure whether you have the current version, ask Student Services or check our website.

- **Step 3: Understanding Document Types**

- Policies (MITP##): Explain our rules and procedures
- Student Forms (MFS##): Forms you complete for enrolments, requests, appeals, etc.
- Handbooks (MFH##): Comprehensive guides like the Student Handbook
- Template Letters (MFL##): Standard communication templates

- **Step 4: Submitting Forms**

Always use the current version of forms when submitting applications, requests, or appeals. Outdated forms may be rejected and require resubmission with the correct version.

- **Step 5: Requesting Document Access**

If you need access to a specific policy or document that isn't readily available, contact Student Services. You have the right to access documents that relate to your enrolment and studies.

KEY POINTS FOR STUDENTS

- ✓ Always use current versions of forms and documents – check the version number and date
- ✓ Access documents from official sources: our website, student portal, or Student Services
- ✓ If you're uncertain about which form to use, ask Student Services before completing it
- ✓ Document version numbers appear in the footer – for example, "MITP05 V14" means version 14
- ✓ Policies are reviewed regularly to ensure currency – don't rely on old printed copies
- ✓ Student-facing documents are written in clear, accessible language to ensure understanding
- ✓ You can request copies of policies that affect your rights and responsibilities as a student

DOCUMENT CATEGORIES YOU'LL ENCOUNTER

Student Forms (MFS##)

These are forms you'll complete during your studies, such as enrolment applications, deferral requests, complaint forms, and record access requests. Always ensure you have the current version before completing.

Policies and Procedures (MITP##)

These explain how Menzies operates and your rights and responsibilities. Key policies are summarized on our website for easy reference, with full versions available on request.

Handbooks (MFH##)

Comprehensive guides like the Student Handbook that provide detailed information about studying at Menzies, including policies, procedures, and support services.

Template Letters (MFL##)

Standard letters you may receive from Menzies regarding your enrolment, such as offer letters, confirmation of enrolment, or completion letters.

DOCUMENT REVIEW AND UPDATES

How Often Are Documents Reviewed?

- Policies and Procedures: Reviewed annually
- Forms and Templates: Reviewed every 2 years
- Training Materials: Reviewed annually
- Handbooks: Reviewed annually

Why Do Documents Change?

Documents are updated when regulatory requirements change, when processes improve, when stakeholder feedback indicates problems, or when organizational changes affect procedures.

How Will You Know About Changes?

When important documents affecting students are updated, we communicate changes through student emails, website announcements, and during orientation or student meetings.

ADDITIONAL INFORMATION

Document Retirement

Sometimes documents are retired because they're no longer needed or have been replaced by new processes. Retired documents are archived for record-keeping but are no longer used for operations.

Quality Assurance

Our document management system undergoes regular quality audits to ensure compliance with regulatory requirements and best practices. This includes checking that all documents are current, correctly named, and properly approved.

Records Management

Document management integrates with our broader records management system. Student records are managed according to MITP31 Student Records Management Policy and Procedure, which ensures your information is stored securely and accessible when needed.

Accessibility

If you require documents in alternative formats (such as large print or different languages) to accommodate accessibility needs, contact Student Services. We're committed to ensuring all students can access important documentation.

CONTACT INFORMATION

For questions about document management or to request copies of documents:

Student Services Officers, 1300 244 002, academics@menzies.vic.edu.au

RELATED POLICIES

You may also want to read these related policies:

- MITP31 - Student Records Management Policy and Procedure
- MITP33 - Privacy Policy and Procedure
- MITP60 - Policy Development, Revision and Renewal
- MITP07 - Complaints and Appeals Policy and Procedure
- MITP001 - Quality Governance and Accountability Framework

This is a summary only. The full MITP05 Document Management Policy and Procedure contains detailed procedures and responsibilities. You can request the full policy from Student Services.

Document Reference: MITP05 Document Management Policy and Procedure V14

Summary Version: 1.0

Summary Date: November 2025