

How to complete the “Document Details” and “Amendment History” sections of a document

To assist the readers of a document know its current status (final or draft / approved or awaiting approval) the following sections should be added to any larger document you create.

- Document Details
- Amendment History

These sections are already included in the Unitec templates to be used for the writing of Unitec Statutes, Policies, Procedures and Guidelines.

The information below shows you what these sections should look like and what information you should include in these sections.

DOCUMENT DETAILS

Note: Include all or some of the information shown in the table below, dependant on the type of document.

All documents at a minimum should include Version, Issue Date and Document Owner (Author). This minimum detail ensures that the reader can identify if the document is in draft or final status; how old the document is and therefore the relevance of the content today; who owns the document and therefore would be the best person to go to if the reader has any questions about its content.

Formal documents such as policies and procedures and other documents that require ongoing update/review should also include the other elements shown below.

Version:	2.1	Issue Date this Version:	20 August 2012
This Version Approved by:	Executive Director, Student & Community Engagement	Date of Approval:	15 August 2012
Document Owner:	Director, Student Wellbeing	Document Sponsor:	Executive Director, Student & Community Engagement
Date of Next Review:	[Enter date 3 years from Date of Approval]		
Date first version issued:	9 July 2004	Original Approval Body:	Senior Executive

Comment [JH1]: This version is the same version number as the last version number captured in the Amendment History table shown on the next page.

Comment [JH2]: This date is the same as the last issue date in the Amendment History table shown on the next page.

Comment [JH3]: The person who will take responsibility for implementing the document (e.g. a policy) and ensuring it is regularly reviewed

Comment [JH4]: The executive level position/body who supports the creation of the document (e.g. a policy)

Comment [JH5]: This date is the same as the first issue date in the Amendment History table shown on the next page.

The version number included in both the Document Details and Amendment History sections is determined by following Unitec's Version Control Convention.

For further information about this convention visit the 'Document Naming and Version Control Convention' page under the Records Management and Disposal section of the staff intranet - http://thenest.unitec.ac.nz/unitecintranet/services/information_policy_services/records_mgmt_disposal/namingconventions_version-control.cfm

AMENDMENT HISTORY

Note: Only required for documents such as policies and procedures and other documents that will require ongoing update/review.

Version	Issue Date	Reason for Revision	Approved by
1	09/07/2004	Brand new document – first edition.	Senior Executive
1.1	07/2007	USU Advocate details updated (Schedule B)	Director, Student Affairs
1.2	15/07/2008	USU Advocate details updated and details of USU Education Coordinator added (Schedule B) and Hyperlink to General Disciplinary Statute created	Director, Student Affairs
2	27/07/2009	Formal periodic review. Revised and updated, renamed Student Grievance Policy (formally Student Complaints Policy)	Leadership Team

Note: If a review/update process commenced on this document then the following information (as an example) needs to be added to the Amendment History section to capture work carried out on the document at each stage of the review/update process.

Draft 2.1a	29/08/2011	Inclusion of feedback from consultation and from final Student Complaints Working Party Group	Alison Dow (Director, Student Wellbeing)
Draft 2.1b	22/11/2011	Inclusion of feedback and advice from Richard Browning	Alison Dow
Draft 2.1c	15/03/2012	Inclusion of Section 2.5 to more clearly articulate the role of Conciliator; Equity & Diversity Manager; USU and Pae Arahi in the overall complaints process	Alison Dow

Comment [JH6]: Consult Unitec's Version Control Convention for an explanation

Note: Once the review/update process had been completed and the document approved (where required) / finalised then the 3 rows above would be replaced with the row below which provides an overall summary of all the changes made to the document as part of the review/update process. Refer Unitec's Version Control Convention for further explanation about the version number

2.1	20/08/2012	Formal periodic review. Minor changes. Procedures/ Policy not changed but information added to better clarify procedures and who is available to assist students during the complaints process.	Leadership Team
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