



Policy Preparation and Version Control Guidance

Policy no:	GA 3.1
Version no. & date:	Version 1.0 - November 2025
Author:	Director of Governance Quality and Student Success
Last review date:	
Next review due:	
Responsible Committee:	College Management Team (CMT)
Approved by & date:	
External reference points:	
Linked policies:	GA 3.2 Risk Management Framework; GA 3.3 Corporate Academic Governance Framework (CAGF); GA 3.9 Public Information and Consumer Protection Policy; DIG 2.4 Records Management and Data Retention Policy
Audience:	Staff

1. Purpose

This guidance establishes the standards for preparing, approving, maintaining and reviewing all policies at UK College of Business and Computing (UKCBC). It ensures consistency, clarity, accountability and accessibility of institutional policies for staff and students. It supports transparency, ensures compliance with regulatory expectations, and provides a structured approach for maintaining accurate and current policy documentation throughout the College.

2. Scope

This guidance applies to all staff involved in developing, reviewing, approving or implementing policies across the College. It covers academic, corporate, administrative and student facing policies and applies to any document that sets out institutional requirements or principles.

3. Definitions

Policy: A formal statement outlining the College's principles, expectations or rules.

Procedure: A detailed description of how a policy must be enacted.

Policy Sponsor: Senior leader accountable for strategic alignment.

Policy Owner: Staff member responsible for drafting, reviewing and updating the policy.

Policy Reviewers: Individuals or teams providing specialist verification.

Version Control: A structured method for tracking and recording changes over time.

4. Policy Numbering Framework

Each policy must be assigned a unique identifier based on one of the following themes:

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Policy Theme	Code Prefix	Prefix Number:
Academic Standards and Quality	ASQ	1
Data and Information Governance	DIG	2
Governance and Assurance	GA	3
Health, Safety and Estates	HSE	4
People and Culture	PC	5
Student Lifecycle and Contractual Clarity	SLCC	6
Student Welfare and Safeguarding	SWS	7

Policies must follow sequential numbering within each theme. Decimal numbering may be used for subsections.

5. Roles and Responsibilities

5.1 Policy Sponsor

- Ensures strategic alignment and relevance.
- Approves drafting or revision of a policy.
- Approves the final draft prior to committee submission.

5.2 Policy Owner

- Drafts and revises content.
- Consults relevant stakeholders.
- Ensures language clarity and accessibility.
- Maintains version control records.

5.3 Policy Reviewers

- Provide specialist advice and regulatory verification.
- Ensure alignment with related policies.

5.4 Approval Committee

- Reviews completeness and clarity.
- Provides formal approval for publication.

6. Required Policy Structure

Policies must follow the College's standard structure, including:

- Title,
- Policy Number,
- Purpose,
- Scope,
- Definitions,
- Roles and Responsibilities,
- Policy Statement,
- Procedures,
- Monitoring and Review,
- Linked Policies,
- External References
- Version Control Table.

7. Document Formatting Standards

All College policies must use the following formatting:

- Title: 22 point, bold, aqua
- First order headings: 16 point, bold, aqua
- Second order headings: 14 point, bold, aqua
- Third order headings: 12 point, bold, aqua
- Normal text: 11 point Typeface: Aptos (or closest available sans serif)
- Line spacing: single Alignment: fully justified
- A footer in 11 point text, centred, including the policy title and version number. Page number on bottom line.
- Page Board; width: ½ pt, Colour: Automatic
- The College must be referred to as **United Kingdom College of Business and Computing (UKCBC)** or **the College**.

7.1 Heading and Numbering Conventions

To ensure consistency and navigability across all policy documents, the following numbering structure must be used:

- First order headings must use whole numbers (1, 2, 3).
- Second order headings must use decimal sequencing (1.1, 1.2).
- Third order headings must extend decimals further (1.1.1, 1.1.2).

7.2 Page Layout and Margins

All policies must use 2 cm margins on every side to ensure consistency in presentation and accessibility.

8. Language Standards

8.1 Accessibility and Clarity

Policies must be written in plain, direct UK English. Jargon must be avoided unless it is necessary and clearly defined in a dedicated definitions section. Effective policy writing requires:

- Writing with the intended audience in mind, ensuring content is understandable to readers with varying levels of familiarity with the subject.
- Using purposeful, concise sentences that communicate essential information without unnecessary complexity.
- Structuring information in a logical sequence, presenting key points before supplementary detail.
- Maintaining consistent terminology throughout the document so users can understand and apply its requirements without ambiguity.
- Using active voice wherever possible to clarify responsibilities and reduce interpretive ambiguity.
- Avoiding repetition by referencing related documents rather than duplicating content.
- Including examples where appropriate to help readers understand the practical application of policy expectations.

Policies should contain a section titled “What this means for you” when helpful. This section must summarise key expectations for staff, students or external stakeholders in clear and accessible terms.

8.2 Readability for Staff and Students

Use short paragraphs and consistent terminology. Policies dealing with student facing matters should prioritise clarity, ensuring that expectations and responsibilities are communicated in accessible language.

8.3 Accessibility Expectations

Documents must be screen reader compatible, avoid unexplained abbreviations, and use clear headings and structure.

- Ensure documents are compatible with screen readers.
- Avoid unexplained abbreviations.
- Structure documents with clear headings and logical flow.

9. Version Control Requirements

Major revisions increase whole numbers; minor revisions increase decimals. Administrative edits may not require number changes. Each policy must include a Version History Table summarising changes, authorship and approval details.

10. Review Cycle

Policies must be reviewed at least every two years or earlier if required by regulatory or operational changes.

11. Footers

All policies must contain policy number, title, version and page number.

12. Consultation Requirements

Consultation must include relevant staff, academic teams, compliance specialists and student representatives.

13. Publication and Communication

Policies must be accessible on official College platforms and communicated effectively whenever updates impact practice.

14. Monitoring and Compliance

Policy Owners must monitor implementation; policies may be reviewed through internal audit.

15. Continuous Improvement

Regulatory change, Feedback from users, audits and incidents must inform future revisions.