

## **8. Document Control Procedure**

### **8.1 Course and Teaching notes**

- 8.1.1 Course and teaching notes prepared by Helen Tompkins or ATSL will be developed and annotated with the date of production to ensure the most current version is used
- 8.1.2 All external sources will where possible be referenced and updated as necessary
- 8.1.3 All course documentation will be updated as necessary
- 8.1.4 Teaching notes and presentations will where required be given to LANTRA for quality purposes
- 8.1.5 Students will not be permitted to disclose course notes to non-qualified persons in order to avoid inappropriate use of the techniques contained therein and to retain ATSL copyright.

### **8.2 Administrative documents**

- 8.2.1 Administrative documents and records are kept as outlined in the Record Keeping and Administration Procedure

### **8.3 Dissemination of Information**

- 8.3.1 No student information will be disseminated save as described in the Record Keeping and Administration Procedure.

### **8.4 Online ATSL Resources**

- 8.4.1 ATSL YouTube resources will be password protected to ensure that techniques displayed therein are not accessed by non-student viewers in order to prevent inappropriate application of techniques (which may be dangerous)