

## Ballarat Clarendon College

**Country:** Australia

**Industry:** Education

[www.clarendon.vic.edu.au](http://www.clarendon.vic.edu.au)

### Customer Profile:

Ballarat Clarendon College is a co-educational school and is 'the highest-performing regional school for the seventh successive year.'

### Technical Information:

- ◆ 230 Users
- ◆ Distributed 14 policies per employee
- ◆ 12 months effort saved

## The Challenge

To create an environment which ensured that all staff were kept up to date with school policies, many of which had legal or regulatory implications. To achieve this goal, Ballarat Clarendon College needed to be satisfied that all staff had read the policies distributed to them within a given time-frame, and to chase those who had not done so.

*“Before implementation of DocRead, we used an intranet system which displayed a simple list of policies with no compliance, readership abilities, reporting, or version control. Prior to that, we used a manual method where staff folders needed to be kept up to date.”*

Adam Ryan ICT and Project manager

## Key Regulations

As with many other schools around the world, Ballarat Clarendon collage have to meet the requirements of both regulatory and governing bodies in addition to those that have been set to maintain their own personal standards of child safety and excellence in grades.

### VRQA

The Victorian Registration and Qualifications Authority provide “regulations that ensure quality education and training are delivered by the providers it registers in Victoria, and promote informed

choice when it comes to your education and training decisions.”

### Department of Education

Amongst other important activities The Department of Education and Early Childhood development “implement Victorian Government policy on school education for all school age students”. Examples of the policies that Clarendon must comply with are :

- Respectful Behaviour Policy
- Off-Campus Activity Policy
- Risk Management Policy



## Key Benefits:

- 98 Policies were easily sent out and tracked to 230 teaching staff.
- Automatic notifications via e-mail provide timely reminders that reading tasks have been assigned or become overdue.
- Regulatory Compliance required by regulatory authorities is now easy with DocRead.
- Easy to manage annual and bi-annual policy reviews.
- Customisation of terms for the acceptance of policies is simple.
- Reading Receipts issued and securely stored for use with standard audit procedures.

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*DocRead has given Ballarat Clarendon College a clear and succinct method of ensuring that staff comply with all policies important to the role they play within the school. Ballarat Clarendon College can be very comfortable that the seamless automation DocRead employs ensures timely readership of policies. The reporting feature allows easy access to those who have complied and those who have not, further enabling the opportunity to contact staff who have not completed the task.*

## The solution

After spending some time researching solutions to the problem, Ballarat Clarendon College decided to purchase and install DocRead Standard Edition for their SharePoint farm.

As DocRead integrates with standard SharePoint functionality such as that available with standard Document Libraries, they were able to take advantage of out of the box features such as document versioning and approval workflows to help them develop 98 policies. Once the document is published and approved, it is then configured with DocRead for distribution and acknowledgement.

## New year, new compliance

Using the reset task function the College are able to request that all staff re-read and comply with key policies at the beginning of each school year. Before implementing DocRead, this was a purely manual process and took far longer to distribute, follow and track.

***“Sending notifications for staff readership is invaluable to ensure they have complied with school policies”***

Adam Ryan, ICT Manager

Staff also found DocRead extremely easy to pick up and were able to stay on top of their personal reading lists with minimal training.

This enabled them to concentrate their efforts on providing excellent education.

## Tracking progress is now easy

One of the key areas that Ballarat Clarendon College were looking to improve on (over their previous approach) was reporting. For any compliance system, it is vital to track and monitor who has or has not read assigned documents. This is especially important in such a vibrant and busy school. DocRead Reports allow document publishers to easily see the ‘big picture’ using the dashboard report, but can also drill-down by document, user or group along with other key metrics.

## Collaboris Support

From the initial contact, Collaboris were there to help Ballarat Clarendon College every step of the way.

Collaboris provided a script to help the College configure and distribute all 98 policies, freeing up publishers to concentrate on the core content of the documents.

They also found Collaboris support to be outstanding, with all queries answered promptly, efficiently and courteously.

Asked whether he would recommend DocRead to others, Adam Ryan responded: **“Yes, definitely”**