

Text material

All newly written material shall be filed under the current file location on the server.

Previous versions shall be renamed with a Z, to denote that they are for reference only.

Materials are uploaded to our printing company for each order, to prevent any use of old materials.

This is so that old course material shall not get back into the system.

Courses

All refunds shall be put on the scuffed courses racks.

They shall not be placed back on the Despatch Department Racks.

Computer files

We run a daily backup for our WordPress account and retain 7 copies.

We also take a daily backup of the entire server, and retain 7 copies.