



EXCELSIA
COLLEGE
Sydney - Australia

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POLICY FOR THE DEVELOPMENT AND REVISION OF POLICIES AND PROCEDURES

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Purpose and Scope

The purpose of this Policy is to provide a framework for the development, implementation, monitoring, and revision of Institute policies and their associated procedures. The scope covers all Wesley Institute Policies and Procedures.

Responsibility

The Dean of Quality is responsible for the storage, version control, and scheduled review of all Policies and Procedures.

Relevant Department Heads are responsible for:

- monitoring the effectiveness of all Policies and Procedures within their scope of responsibility, and
- making recommendations with respect to new and existing Policies and Procedures to appropriate personnel and committees.

New Policy and Procedures (and Expedited Revision)

The need for new policy and/or procedures (or expedited revision of existing policy and/or procedures) may be identified by any relevant staff person, Institute committee, or external stakeholder.

Catalysts for the development of a new policy and/or procedures (or expedited revision of existing policy and/or procedures) may include:

1. changes to the external regulatory or operating environment;
2. changes to government policy, funding and/or strategic directions;
3. change in the strategic priorities and/or directions of the Institute;
4. identified inconsistencies across Schools and/or other organisational units with respect to operational and/or educational practices;
5. new initiatives and innovations implemented within or across Institute organisational or academic units.

Scheduled Review of Existing Policy and Procedures

Notwithstanding any expedited revision, policies and procedures of the Institute will be scheduled for review on a regular basis. The length of the review period will vary depending on the content of each policy, its scope, and its associated procedures. However, three years represents a typical review period, and five years is the maximum review period allowable. Review periods should be set to allow adequate time for coherent policy revision and unhurried implementation of any new procedures.

Procedures Common to New Policy Development and Existing Policy Review

1. Minor editorial updates that do not affect the title or substance of a policy i.e., its purpose, scope, substantive content, etc. do not need to go through a formal approvals process. Such updates include correction of typographical errors or changes to procedural aspects of the policy/procedures.
2. The Institute's current Policy Bank should be checked prior to policy development/review to ensure consistency and prevent duplication.

3. Whether creating or reviewing Policies and Procedures:
 - a. policy and/or procedures should be consistent with:
 - i. good practice in the Higher Education sector,
 - ii. other existing Institute policy and/or procedures,
 - iii. the strategic goals and directions of the Institute,
 - iv. changes in national codes or government policy and legislation, and
 - v. student, staff and stakeholder needs.
 - b. policy and procedure should be applicable at all relevant organisational levels i.e., policy and procedure must 'work' for all concerned.
4. According to Academic and Administrative Delegations, new or substantially revised policies and procedures are:
 - a. initially presented to the relevant operating committee, typically Teaching and Learning Committee for academic policies and Management Committee for administrative policies;
 - b. subsequently presented for ratification, endorsement, or approval by higher committees (Academic Board and/or Board of Directors) as appropriate;
 - c. once approved, formally published and added to the Institute's Policy Library.