Policy Dissemination Process at Group Colleges Australia.

Introduction

The following procedures outline the process taken in development, review and implementation of all academic and non-academic polices and documentation.

Academic Policies are published on the UBSS website with the corporate policies published on the GCA website.

These procedures apply to all policies and policy related documents. Whilst procedures are approved and managed by the EMT (and business units) this document will provide a useful reference for how to develop, review and manage policies.

Note that the Academic Senate must approve all academic policies prior to being published and communicated throughout the business.

Policy lifecycle

A policy lifecycle is a conceptual approach that identifies the different stages involved in the "life" of a policy which generally refers to the period ranging from the inception of a policy to its review and its eventual rescission.

The steps in any lifecycle are:

- Identify gaps.
- Research and provide analysis of best practice.
- For policies under review due to the expiration of time, if the designated business unit or area considers that a revision is unnecessary, a recommendation should be made to the approval body that the existing policy be maintained and that the review date be extended for a further 3 years, being the maximum length of time in a GCA policy review cycle.
- Consult stakeholders: the length and extent of the consultation process will be determined by the policy complexity. Some policies may require legal assistance. Where this is the case it is prudent to consult the CEO for advice.
- Draft/revise policy: when drafting a new policy contact the Admissions Centre for the correct policy template document.
- Approval by the authorised delegate: Some considerations for the delegate must ensure that the formatting is consistent with GCA standards and that it is written in plain English. Version control must also be adhered to this final check will be done by the CEO.
- Publish on website: the website, which is done by the Admissions Centre.
- The driver of the policy is responsible for the dissemination of the document to all stakeholders.
- The CEO will update the policy log at M:\MyQual\MARKETING & BUSINESS DEVELOPMENT\GCA DOCUMENTS\POLICIES & PROCEDURES.

POLICY DISSEMINATION AT GCA

- Copies of all policies will be maintained in both word and pdf versions in the following repositories GCA Policies word versions are stored here:
  M:\MyQual\MARKETING & BUSINESS DEVELOPMENT\GCA DOCUMENTS\POLICIES & PROCEDURES\2020 Versions\Policies - Word
  M:\MyQual\MARKETING & BUSINESS DEVELOPMENT\GCA DOCUMENTS\POLICIES & PROCEDURES\2020 Versions\Policies – PDF.
- The Admissions Centre will update the GCA and UBSS websites and the MyGCA portal with a pdf version of the policy supplied by the Compliance Director.

For the purposes of this document the academic policy steps have been colour coded in green with an 'A' for academic in the steps. These are specific steps which are relevant for only academic policies.

POLICY DISSEMINATION AT GCA

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start
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is this a new student? — no → **consult the original author or the department that owns the policy about the review process also part of Step 1**

↓ yes

consult the compliance director for assistance — Step 1

Research best practice in the area — Step 2

go back and consult stakeholders. Consider issues of diversity and equity this is part of step 3

Did you consult with stakeholders and recieve feedback? Step 3 — no → (go back and consult stakeholders)

↓ yes

Revise or draft policy in appropriate template. Step 4

Check with compliance for legal/compliance overview — Step 5

is this an academic policy? — no → **Send draft version of policy to EMT for endorsement. Step 6**

↓ yes

send the draft to the secretary of the Academic Senate for inclusion in Senate papers. Step 5A

Did the Academic Senate approve the policy — no → **Go back to Step 2**

↓ yes

update the policy to take into account any revisions suggested by Academic Senate Step 6 A

send to EMT for noting via the Secretary Step 7A

communicate the policy to all stakeholders Step 8A

send copy of policy to compliance director to update policy log and repositories Step 9A

send copy to Admissions Centre for publication on website Step 10A

review and assess effectiveness of policy Step 11A

Right branch (Step 6 path):

communicate the policy to all stakeholders Step 7

Send copy to compliance director to update policy log and repositories Step 8

send copy to Admissions CEntre for publication on website Step 9

review and assess effectiveness of policy Step 10

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end
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