ACCULEARN TRAINING

Policy Development and Review PROCEDURE

Reviewed: 26th May, 2018

To be reviewed: 26th May, 2019

1. Objective

This Procedure provides instructions to facilitate the implementation of the Policy Development and Review Policy.

2. Scope

All Acculearn Training Policies, Minimum Standards, Procedures and Guidelines must be developed in accordance with this Policy Development and Review Procedure.

3 Procedure

3.1 Acculearn Policy Development Cycle

Whilst the Acculearn Policy Development Cycle is staged, it is not necessarily intended to be completely sequential. Completion of the cycle is intentionally iterative, and may involve repetition of some cycle stages.

3.1.1 Stage 1 - Identification of Policy Requirements

The Responsible Officer is responsible for identifying policy development and review requirements. The Responsible Officer may establish the need for policy development by identifying:

- existing Acculearn policy yet to be transferred to the Acculearn Policy Framework in accordance with provisions of the Policy Development and Review Policy

- policy 'gaps' where no Acculearn-wide policy exists and is required

- approved Policies, Minimum Standards, Procedures or Guidelines requiring review. The Manager may provide advice or make recommendations to the Responsible Officer regarding Acculearn policy requirements.

The Responsible Officer and/or the Manager will determine:

- whether a policy should and will be developed and/or reviewed

- whether a Policy, Minimum Standard, Procedure and/or Guideline is an appropriate policy instrument to deal with the matter, or recommend alternative means. Recommendations must be approved by the respective Responsible Officer prior to the commencement of the development of a Policy, Minimum Standard, Procedure or Guideline.

3.1.2 Stage 2 - Nomination of Responsible Officer and Policy Delegate

The Responsible Officer shall be the most senior position strategically responsible for the particular Policy, Minimum Standard, Procedure or Guideline in question. Where clarification is required, the Manager, may advise the appropriate Responsible Officer.

The Responsible Officer has:

- authority to develop and review Policy
- authority to submit Policy to the Approval Authority for approval
- authority to develop, review and approve Minimum Standards, Procedures and Guidelines
- overarching responsibility for the Policy, Minimum Standards, Procedures and/or Guidelines
- responsibility for ensuring implementation
- responsibility for ensuring reporting
- responsibility for ensuring implementation and compliance monitoring and evaluation
- responsibility for ensuring review in accordance with the scheduled review dates.

A Responsible Officer must nominate a Policy Delegate to implement the policy development and review process. In a small number of instances, the Responsible Officer may also be the Policy Delegate.

The Policy Delegate is responsible for:
- drafting

- benchmarking
- consultation
- revision
- submission of draft documents to Acculearn committees or senior positions for endorsement, where required
- submission of final draft documents to the Policy and Delegations Office
- promulgation (other than that undertaken by the Manager, Policy and Delegations)
- implementation
- compliance monitoring and evaluation review

3.1.3 Stage 3 - Drafting Policy must be drafted consistent with:

- Relevant authorities, Rules and Government Level Principles
- Industrial agreements
- Delegations Policy and Schedules.

The Policy Delegate must draft policy using the templates available through the Policy Toolkit (i.e. Policy, Minimum Standard, Procedure and Guideline Templates) and may seek advice regarding from the Legal Office or government departments. Policy should be drafted in plain English, using inclusive language.

The Manager, Policy and Delegations, will provide assistance to Acculearn members drafting Policy, Minimum Standards, Procedures and Guidelines.

3.1.4 Stage 4 - Benchmarking

The Policy Delegate must undertake or refer to benchmarking to consider other UK Education Institute and/or related organisation's policy (i.e. Policy, Minimum Standard, Procedure and Guideline) in line with the Acculearn's Benchmarking Policy.

The Manager, Policy and Delegations will provide assistance to Acculearn members conducting policy benchmarking.

3.1.5 Stage 5 - Consultation

The Responsible Officer and Policy Delegate will identify Policy stakeholders relevant to the specific policy document under development and undertake internal consultation.

The Policy Delegate will co-ordinate and undertake genuine consultations with identified Policy stakeholders and interested Acculearn members. Policy stakeholders must be consulted through the policy development and review process to contribute to quality policy development and foster support for implementation.

The Policy Delegate must forward a copy of draft Policies, Minimum Standards, Procedures and Guidelines to the Manager, Policy and Delegations, so they can upload all applicable Policies, Minimum Standards, Procedures and Guidelines. Responses, comments and feedback must be forwarded from Policy stakeholders to the Policy Delegate.

3.1.6 Stage 6 - Revision

The Policy Delegate will revise draft policy documentation in response to Policy stakeholder and other contributions, as appropriate.

3.1.7 Stage 7 - Quality Control

The Policy Delegate must submit final draft policy documents to the Manager. The Policy officer will conduct quality control checks to:

- enhance the rigor of policy documentation
- ensure compliance with requirements of the Policy Development and Review Policy
- maintain consistency in terms of presentation, language and formatting.

3.1.8 Stage 8 - Approval

Policy approval must be in accordance with Approval Authorities established in the Policy Development and Review Policy. In relation to all Policy, and Acculearn's Minimum Standards, Procedures and Guidelines:

- Policy Delegates shall submit final drafts and associated submission documentation to the Manager, Policy and Delegations The Approval Authority shall consider the draft Policy and/or Minimum Standard, Procedure and Guideline and:
- approve as presented
- approve pending amendment
- require further consideration and/or amendment or
- not approve. Documentation must be returned to the:

3.1.9 Stage 9 - Implementation

The Responsible Officer will oversee the implementation of approved policy in accordance with provisions of the respective policy statements.

3.1.10 Stage 10- Compliance Monitoring and Evaluation

The Responsible Officer and/or Policy Delegate will establish and implement monitoring mechanisms to monitor policy compliance and evaluate implementation, informing the formal review process.

3.1.13 Stage 11 - Review

All Policy, Minimum Standards, Procedures and Guidelines must be reviewed every three years following approval. Reviews may also be held at any time should a critical issue arise.

The review must involve:

- consultation with Policy stakeholders
- consideration of the policy content
- evaluation of policy implementation.

Once completed, the Responsible Officer must recommend to:

Policy Development and Review Procedure 9 Policy Development and Review Procedure

- the Manager, Policy and Delegations in the case of Policy and Acculearn's Minimum Standards, Procedures and Guidelines or either that:

  1. no changes have been made or
  2. minor amendments have been made or
  3. major amendments have been made or

4. the policy is to be revoked as it is no longer required.

A minor amendment would generally not modify the substance or intent of the Policy, Minimum Standard, Procedure or Guideline (e.g. minor editorial changes such as amendments to titles or positions). A major amendment would generally involve changing the substance or intent of one or more Policy, Minimum Standard, Procedure or Guideline clauses.