

Procedure Title

Policy Review Guidelines

Preamble

A new policy or procedure will be reviewed after the initial one year following implementation. After the first review, policies and procedures are scheduled for review every two years.

Purpose

To maintain the integrity of the College's quality management and continuous improvement.

Scope

The review of policies and procedure may be undertaken more frequently than the cyclical review if required by new legislation or exceptional circumstances.

Procedure

Step 1

The Policy Owner will be contacted by the Director, Quality and Student Services (or delegate) when a policy is due for cyclical review. The Policy Owner will be advised of the expected review completion date and the relevant Committee to approve the amended policy.

Step 2

The Policy Owner will instigate a preliminary review that, depending on its findings, may result in identifying a need for a comprehensive review, or will in itself suffice as the formal Policy Review. Discussions with clients and stakeholders can be initiated at this time. The preliminary review should focus on the following questions:

- Does the policy suitably address the factors that had given rise to it? That is, does it achieve its stated purpose?
- Do the outcomes and principles expressed in the policy remain consistent with the College's objectives and values? Are there any related policies that need to be revised?
- Have there been any major re-structures at the College that impact on this policy?
- Are there any legal changes that impact the policy?
- Is the policy consistent with TEQSA and other relevant codes of practice and good practice guidelines?
- Are the outcomes of the policy client-focused in meeting the needs of a diverse student/staff population?
- Are the nomenclature and language used in the policy current?
- Is the policy format consistent with the approved Deakin College policy template?
- Is the policy being complied within the College? What evidence is available to substantiate any conclusions drawn?
- Are people clear about the requirements of the policy and specifically on their roles/responsibilities?
- Are there any barriers to compliance?
- Are the procedures attached to the policy consistent with the policy and adequate to ensure compliance?

- Has the policy been effective and met relevant performance indicators?
- Do any related policies need to be revised or rescinded?
- Does the policy impact on any aspect of international operations and engagement? Appropriate consideration should be given to ensure that the policy reflects this. For example, for educational policies and those impacting on the delivery of educational services, the policy review must consider the applicability of comparability/equivalence between onshore and offshore delivery and the need to separate onshore and offshore practices.

The findings of the preliminary review are submitted by the Policy Owner with a recommendation of whether a more comprehensive review is warranted. If it is determined that there is no need for a more thorough review, a listing of amendments is signed off by the Policy Owner and a revised policy is submitted via the policy library to the Director, Quality & Student Services for publication.

Step 3

The Comprehensive Review process is engaged when substantial issues have been identified requiring significant revision of the policy. A Reference Group comprising stakeholders may be established to inform the review. The Preliminary Report can be used as the basis of discussions. It may also be useful to inform the College community (or other smaller groups as appropriate) that a review is underway and inviting comments about the operation of the policy to be sent to the reviewer by a given deadline. The Review is normally completed within sixty days and a report including recommendations for revisions is submitted to the Policy Owner for consideration and endorsement.

Step 4

All amendments made to existing policies are approved by the Policy Owner (Implementation Officer) except for those rare instances when the amendment is so profound as effectively creating a new policy and which therefore requires the approval of the Approval Authority and confirmation of the College Director and Principal. Typically, these circumstances will include the merging or collapsing together of policies or adding to or taking away a significant aspect of the policy statement.

Step 5

The Policy Owner announces the changes made to the policy to the College and notifies key stakeholders of the changes in finer detail to inform operations.

Related Documentation

Quality Management and Continuous Improvement Policy

Status and Details

Identification	Policy Review Guidelines
Initial Issue Date	19/04/2018

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Domain	Governance
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Approval Authority	Senior Management Group
Implementation Officer	Director Quality & Student Services
Enquiries Contact	Robert Close