TABOR

POLICY DEVELOPMENT AND REVIEW

Authorised By:	President (CEO)	Revision: 1.12
Last Amendment Date:	Revision Date: 25 Sep 2023	
Review Due Date:	Next Review: 25 Dec 2025	
Related Documents:	Tabor Constitution Strategic Plan	
Responsible Officer:	Registrar	
Review:	Executive	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer

1. Overview

Members of the Tabor community are responsible for identifying the need for policy that addresses accountability, resourcefulness and efficiency in meeting the needs of the college.

Tabor is governed by a hierarchical structure of legislation (including regulations and codes), constitutional documents, policies, procedures, guidelines and tools.

LEGISLATION		
	Definition	**Examples**
Act, Regulations and Codes	Documents authorised by the Commonwealth, State or Territory Governments. Constitutional documents create and administer law and are underpinned by legal sanctions.	• *Commonwealth HESA 2003* • *SA Training & Skills Development Act 2003* • *AQTF 2007* • *Work Health & Safety Act 2012* • *TEQSA* • *HESF 2015*
Constitutional documents	Define the existence in law of Tabor and administrative aspects of the relationship between Tabor, its members, staff and students.	1 *Constitution of Tabor College (SA) Inc.*

MANAGEMENT DOCUMENTATION		
	Definition	**Examples**
Policy	A statement of intent that establishes the principles of what will or will not be done at Tabor and in which there is no discretion.	Assessment Policy Student Grievance Policy
Procedure	Prescribed course of action that reflects the operational standards required for enforcing policy principles.	Domestic student refund procedures
Guidelines	Good practice advice that should be followed unless an equally effective, alternative approach which complies with the policy, can be demonstrated.	Guidelines for appointment of lecturers
Tools	Checklists, forms and related materials that support the user to implement the policy and apply the guidelines in their local area.	Recruitment flowchart

2. Scope

This framework is designed to assist all Tabor staff and will be applied when developing and reviewing policy documents as defined above.

3. Policy Principles

3.1. All policies should:

    3.1.1. Comply with relevant legislation

    3.1.2. Support and embody the values that underpin Tabor's Constitution.

    3.1.3. Facilitate the implementation of the college's Strategic Plan.

    3.1.4. Assign responsibility and accountability to the appropriate staff/committee to ensure due diligence on the part of the college.

    3.1.5. Contain clear indication of any authorities required, that is easy to understand

    3.1.6. Detail processes of responsibility and accountability for any administrative functions

    3.1.7. Establish decision-making at appropriate levels

    3.1.8. Be able to be implemented within the college's current and anticipated resources.

    3.1.9. Address the majority situation, allowing discretion by those accountable and specifying requirements in which there is no discretion, eg under legislation, or where the risk to the college is too great.

    3.1.10. Specify the limits or constraints to the application of the policy, addressing any potential significant risks to the college and its staff in the policy principles, eg by reserving discretion to a supervisor to approve leave dates, rather than staff taking leave as they please.

    3.1.11. Include review dates, with evaluation and monitoring, to be conducted in consultation with relevant stakeholders.

4. Policy development

4.1. Stages of policy development

The development of Tabor policy requires defined steps to be followed.
(See Appendix A - Policy Development Checklist)
Policies must include control information as well as the policy statement. Language and format should always be consistent.

Please take note: Once PRINTED, this is an UNCONTROLLED DOCUMENT. The current version of this document is kept on the Tabor Policy Repository.

Page 2 of 6

4.2. Format

Policies should be presented in a common format that matches this policy.

4.2.1. The Tabor Logo should be centred at the start of the document

4.2.2. Use Calibri 11 font.

4.2.3. Single line spacing.

4.2.4. Text should be left aligned and NOT justified.

4.2.5. Main headings should be bold and in sentence case.

4.2.6. Footer should contain warning note as seen in this document, as well as a right aligned page reference

4.2.7. Headings and sub-headings should be numbered and aligned as exampled in tis policy.

4.2.8. Use indentations as the vertical arrangement of information aids reading sequential topics.

4.2.9. Avoid long paragraphs.

4.2.10. If the information can be placed in a visual element, like a table or graph, it may be more effectively communicated.

4.2.11. Use hyperlinks for supplemental information, but do not construct a sentence around a link phrase such as "click here for more information". A sentence should be normally written and links placed on the most relevant word in the sentence.

5. Review of Existing Policy

5.1. At least every five years College policies must be reviewed. Policies may be reviewed outside the stipulated review cycle if a need is identified. Existing policies should be benchmarked against other like policies (e.g. Universities or other TEQSA approved Higher Education providers), or otherwise reviewed by an external policy consultant. A policy under review will not lapse until the revised policy has been approved.

5.2. Policies found to be overdue for review should be reviewed as a matter of priority.

5.3. Three possible scenarios are envisaged following a review of the policy; amendments to policy, unchanged Policy, deletion of policy

5.3.1. Policy amendment:

i)   If following policy review only minor edits are required, that reflect changes in titles, names, references, or other minor amendments and which do not otherwise affect the policy content and/or intent, the policy need not go through the regular approvals process.

ii)   Where significant edits are required that affect the policy content and/or intent, the policy must be forwarded to the nominated authorising officer/committee for sign off and subsequent implementation.

5.3.2. Unchanged policy: If the policy review determines that no changes are required the review committee will notify the Registrar who will update the Policy Repository and a new revision date will be set.

5.3.3. Policy deletion: If the policy review determines that the policy is no longer required, this recommendation must be forwarded to the nominated authorising officer/committee for final sign off of the deletion. Formal advice of the deletion must be forwarded to the Registrar by the authorising officer/committee. The Registrar will then delete the policy from the Policy Repository.

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Page 3 of 6

6. **Definitions**

Authorisation / Authorised by: Put into effect by the legitimately delegated officer or the Board of Governors.
Effective date: The date on which the policy was authorised by the legitimately delegated officer or the Board of Governors
Review: A quality control process whereby an appropriately qualified, nominated committee undertakes to determine the currency and effectiveness of a policy and to make recommendations regarding amendments to a policy.
Responsible Officer: The person who undertakes to ensure that the policy is reviewed and implemented in a timely manner and in accordance with the policy cycle schedule.
Implementation: A person or committee takes responsibility to put into practice a given policy.
Communication: Identifies the strategy or methods by which the policy will be communicated and to whom it will be communicated.
Training: The strategies to be used to equip relevant staff to comply with the policy and procedures.

See also Global Definitions

7. **Communication / Training**
   7.1. This policy statement will be available to all staff, volunteers, students and persons seeking to enrol as students at Tabor. The policy will be made available on the Tabor website (http://tabor.edu.au/).
   7.2. All staff will be expected to comply with this policy and associated procedures in relation to all aspects of Tabor's operations.
   7.3. Staff with designated special responsibilities will be given appropriate training, guidelines and professional development opportunities in relation to their roles and responsibilities.

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Page 4 of 6

Appendix A - Policy Development Checklist

Stage	Description	Your Notes
1 Identify need	May be indicated by: • A new need (e.g. new legislation). • Change in strategy or circumstance. • Problem with current policy. • Result of review.	
2 Research scope	Identify and consider: • Reason for new policy. • Current policy / rules / procedures. • Related policies / rules / procedures. • Best practice standards. • Key stakeholders, including to whom the policy will extend.	
3 Draft Policy	Draft the new policy or revision: • Identify and develop elements (e.g. procedures, guidelines, forms) needed to support implementation.	
4 Consultation	Using the Microsoft Teams facility, circulate draft policy to relevant staff members or consult with external experts:	
5 Authorisation	Send the final policy and any supporting documentation with a covering Briefing Note to the appropriate authorising committee for their review and approval.	

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Page 5 of 6

Stage	Description	Your Notes
6 Communication	Upon authorisation: • Upload the newly approved policy and, where applicable the supporting guidelines and procedures, to Novacore and note the date of approval and the committee/person making the approval • Notify key stakeholders and staff responsible for implementation of the authorisation and effective date. • Provide briefings to area, division or faculty meetings where appropriate. • Where a new policy is approved, consider if this should be linked to / referenced in other documents e.g. student handbooks or staff induction.	
7 Implementation	Upon authorisation: • Ensure staff responsible for implementation are aware of and prepared for the date of commencement. • Organise sessions if appropriate. • Organise regular awareness / refresher programs if appropriate.	
8 Review	Upon review date: • Identify issues that need to be addressed. • Undertake previous steps to amend the policy as needed.	