

DEVELOPMENT, REVIEW AND ISSUE OF POLICIES AND PROCEDURES

Section	Quality		
Approval Date	20.03.2011	Approved by	Chief Executive
Next Review	March 2012	Responsibility	Head of Curriculum and Quality
Key Evaluation Question	6	ITPNZ Quality Standard	12

PURPOSE

To ensure the Institute’s policies and procedures guide and reflect agreed standards and practice.

To realise this objective, the process for developing, reviewing and issuing written policies and procedures is co-ordinated centrally so that the **documented Quality Management System** is integrated and consistent. Individual policies and procedures will be cross referenced with the latest approved versions readily accessible by users.

SCOPE

NMIT policies and procedures approved by any one of the four NMIT **approval bodies**: the Chief Executive, the Directorate, the NMIT Academic Board or the Council of NMIT.

Collectively, these policies and procedures form the **documented Quality Management System (QMS)** of NMIT and are held as “Controlled Documents” on NMIT’s computer network.

DEFINITIONS

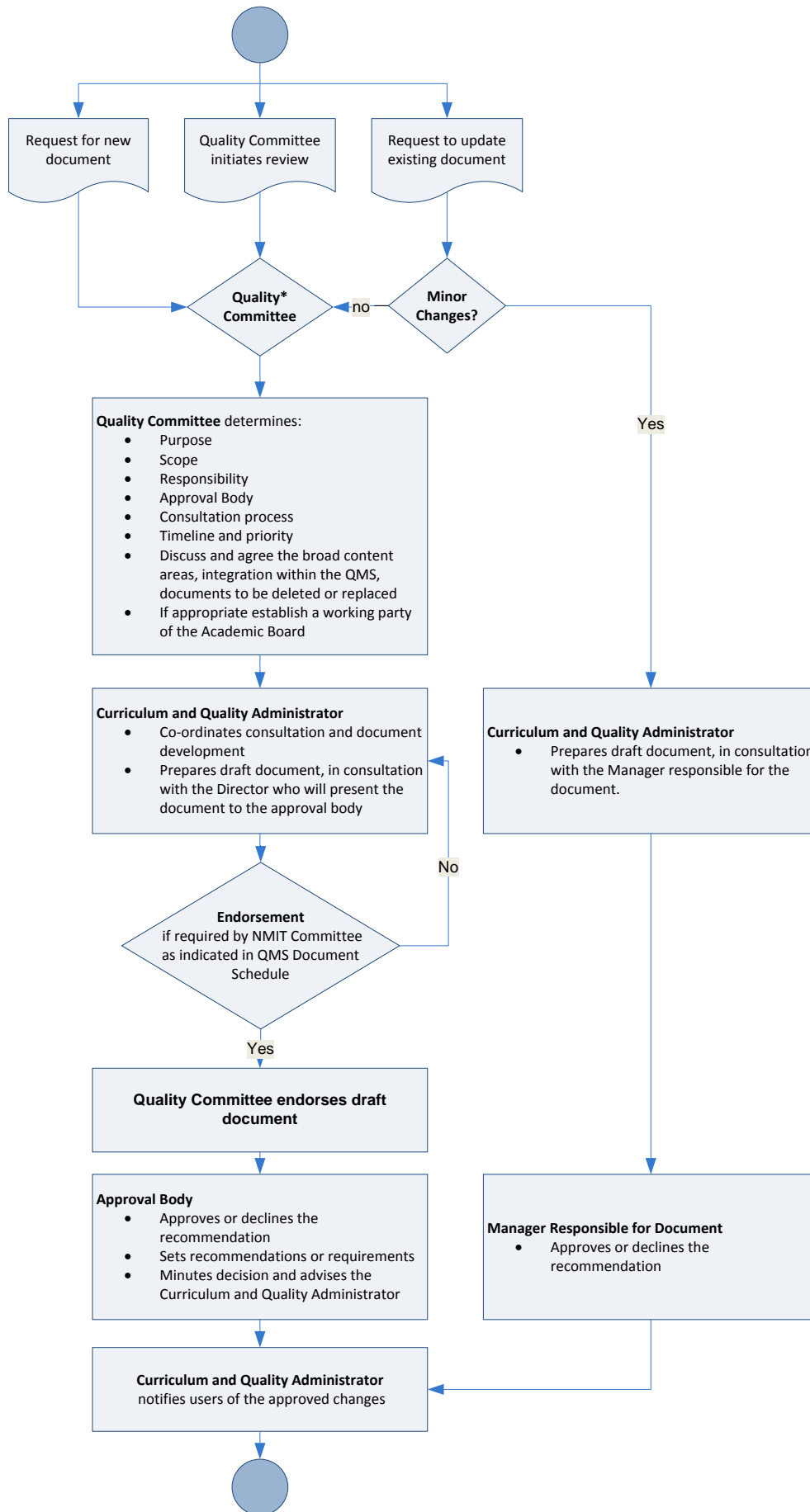
Quality Management System (QMS): The practices, processes and outputs which contribute to achieving NMIT’s quality objectives and to fulfill the quality requirements of products and services for students and other stakeholders.

Documented Quality Management System: The written plans, objectives, policies and procedures of NMIT and how these are implemented to achieve quality.

Minor Changes: Changes that do not alter the policy or procedure other than, position titles, references and definitions.

RESPONSIBILITY

<p>An NMIT Director or delegated manager (specified in the document header) is responsible for each policy or procedure, including:</p>	<ul style="list-style-type: none"> • The accuracy of content • Ensuring the document is reviewed by the due date or earlier if required • Advising the Curriculum and Quality Administrator in advance of the purpose and extent of planned reviews.
<p>The NMIT Quality Committee, a standing committee of the Academic Board, is responsible for:</p>	<ul style="list-style-type: none"> • Authorising the development of new policies and procedures • Guiding, as it sees fit, the content and scope of individual document reviews • Defining the consultation and approval process to be followed.
<p>The Curriculum and Quality Administrator is responsible for:</p>	<ul style="list-style-type: none"> • Day to day management of the documented QMS • Co-ordinating the development of new, review of existing and issue of policies and procedures. • Making minor changes and updates (eg to job titles, dates, references, terminology) without formal reference to the approval body (with advice from the manager responsible for the policy or procedure as indicated on the document header). • Maintain a schedule of review dates



* Quality Committee is a standing committee of the Academic Board refer to NMIT Academic Statute

PROCEDURE – FOR A NEW OR SIGNIFICANTLY CHANGED[#] POLICY OR PROCEDURE

[#] To **delete** a policy or procedure amend the following process giving reasons and a recommendation to the Approval Body, in the Cover Sheet (Appendix 1)

		Responsibility
1	Prepare a Development Plan (Appendix 2)	Quality Ctte. with Director or delegate.
2	Seek feedback and consult as agreed in the Development Plan. Supply draft in standard form ^{##} to Curriculum and Quality Administrator. ^{##} Obtain template from Curriculum and Quality Administrator Use “track changes”.	“ Co-ordinator” as agreed in Appendix 2
3	Check: <ul style="list-style-type: none"> • Content, format, clarity and consistency with the QMS. • Cross-referencing • Quality Committee requirements are addressed <p>Make any necessary amendments.</p>	Curriculum and Quality Administrator
4	Prepare Cover Sheet (Appendix 1) summarising background and main changes: Check/assign “section”. Clear recommendation to the approval body including implementation date, review date, on Web, Council Manual. Check content of Cover Sheet with the “presenter”, (a Director or delegated manager).	Curriculum and Quality Administrator
5	Include draft document and Cover Sheet in the papers prior to the meeting of the approval body.	Secretary for approval body
6	Note the decision of the approval body on the cover sheet and any required changes on the document and return these to the Curriculum and Quality Administrator.	Secretary for approval body Or, “Presenter”.
7	Obtain decision of approval body via the Cover Sheet and/or the minutes of the meeting. Amend the document: Remove “track changes” and “comments”. Assign the version date (the date of approval). For a re-approved document, the date of approval replaces the previous date on the document. Remove “DRAFT” Print a clean version of the document on “Controlled Document” letterhead for the Chief Executive to sign as confirmation of approval. File this original in the NMIT Operational Policy & Procedures Manual which should not be available for general access. File superseded paper copies in the Deletions Folder.. Update the summary record sheet in the ‘Controlled Documents’ Deletions Folder - enter: Version date; and title; kind of update; approval body and date; and the policy replaced	Curriculum and Quality Administrator

		Responsibility
	<p>Copy document from “draft” folder to the appropriate folder on the NMIT QMS intranet document library converted to a PDF document.</p> <p>File cover sheets and working drafts in the "Acad Team /Policy Development / QMS Master Copies" folder.</p> <p>Remove replaced documents from the NMIT QMS intranet document library and hold in the "Acad Team \ Policy Development / Deletions from QMS" folder.</p>	
8	<p>Replace policies available to students/staff/contractors on the NMIT Website in a PDF format.</p> <p>Update the Controlled Document index on the NMIT QMS intranet document library.</p>	Curriculum and Quality Administrator
9	<p>Advise staff of recently approved documents via email and an announcement notice on the QMS intranet document library, with a brief explanation/background. Retain copies of the email and the cover sheet on the computer system. File a soft copy of email in Academic Team/QMS/QMS Update emails.</p>	Curriculum and Quality Administrator

PROCEDURE – FOR MINOR CHANGES TO A POLICY OR PROCEDURE

		Responsibility
1	<p>Prepare a draft showing the proposed changes. Retain the version date. Insert “Amended (date)” beneath the title in the document header.</p>	Curriculum and Quality Administrator
2	<p>Prepare a cover sheet (Appendix 2) and request confirmation of the changes from the person responsible indicated on the document header:</p>	Curriculum and Quality Administrator
3	<p>Replace the current document with the amended document on the NMIT computer network.</p>	Curriculum and Quality Administrator
4	<p>If appropriate, advise staff of the amendment.</p>	Curriculum and Quality Administrator
5	<p>Record and update paper files in the same way as for new approvals.</p>	Curriculum and Quality Administrator

APPENDICES

Appendix 1: Coversheet for Approval of New and Significantly Changed Policy or Procedure

Appendix 2: Coversheet for Approval of Minor Changes to a Policy or Procedure

Appendix 3: Development Plan for New Policy or Procedure

REFERENCES

INTERNAL

Quality Management at NMIT

NMIT Academic Statute

NMIT Controlled Document Index

EXTERNAL

ITPNZ Academic Quality Standards

NZQA Using Evaluation to Strengthen Organisational Self-Assessment

COVER SHEET FOR A NEW OR SIGNIFICANTLY CHANGED POLICY OR PROCEDURE

(To be completed by the Curriculum and Quality Administrator in consultation with the manager who will present the recommendation to the Approval Body)

DOCUMENT: (ref no, name and draft date)

Background:

Replaces: (ref name and last version date)

Implementation Plan:

Following approval, the policy will be made available on the NMIT intranet and the NMIT website. All staff will be advised.

RECOMMENDATION: That – (Approval Body or Chief Executive) approve: (ref name and draft date) for implementation.

Council Manual: YES/NO

Implementation date: (day)/month/year

Next Review: Month/Year

Quality Committee endorsement date Day/month/year

CHIEF EXECUTIVE

Approval date:

DIRECTORATE

Approval date:

ACADEMIC BOARD

Approval date:

COUNCIL

Approval date:

Requirement and Recommendations for Approval: (Secretary of Approval Body to Complete)

<u>Curriculum and Quality Administrator's Use only</u>	<u>Date</u>		<u>Date</u>
1. Amendments complete.		2. Original printed & sent to CEO or Council Chair.	
3. Signed original returned:		4. Update summary.	
5. Document on NMIT intranet and website		6. Staff advised.	

COVER SHEET FOR APPROVAL OF A MINOR CHANGES TO A POLICY OR PROCEDURE

(To be completed by the Curriculum and Quality Administrator in consultation with the manager who is responsible for this document)

DOCUMENT: (ref no, name and draft date)

Background:

Implementation Plan:

Following amendment (ref name and draft date) will be made available on the NMIT intranet and the NMIT website. All staff will be advised.

RECOMMENDATION: That (position title responsible for policy) approve: (ref name and draft date) for implementation.

Council Manual:	YES/NO
Implementation date:	(day)/month/year
Next Review:	Month/Year

Signed:

(Chair of Council, Chief Executive, Director or Manager responsible for this document)

Date:

<u>Curriculum and Quality Administrator's Use only</u>	<u>Date</u>		<u>Date</u>
1. Amendments complete.		2. Original printed & sent to CEO or Council Chair.	
3. Signed original returned:		4. Update summary.	
5. Document on NMIT intranet and website		6. Staff advised.	

DEVELOPMENT PLAN FOR NEW POLICY OR PROCEDURE

Also required for significant change to existing policy/procedure

FROM:	DATE:
TO: <i>Quality Committee</i>	
DOCUMENT NAME (proposed or existing):	
REASON for DEVELOPMENT (include background, issues and priority):	
PURPOSE (benefits when implemented? who for?):	
SCOPE (how widely will it apply; who/what is included or excluded?):	
REFERENCES (names of policies/procedures in the Quality Management System that inform, or are affected by, the proposal):	
RESPONSIBILITY (the Director or delegated manager responsible for the policy or process):	
APPROVAL BODY (one of: Academic Board, Council, Directorate, CEO):	
CO-ORDINATOR (the person who will co-ordinate drafting and consultation):	
CONSULTATION (proposed process; names of groups & individuals):	
REFERENCE GROUP (suggest names to critique document drafts):	
IMPLEMENTATION (suggest dates for approval and implementation):	

ACCESS (Copy in Council Manual?): <input type="checkbox"/> Yes <input type="checkbox"/> No
COMMUNICATION and TRAINING (what will be needed?):
NOTES (include information to assist development. Attach any drafts):
Received at Quality Committee meeting (date): Quality Committee Recommendations and Requirements:
Statements of PURPOSE, SCOPE, REFERENCES and RESPONSIBILITY will appear in the draft policy or procedure