

NMIT QMS - DOCUMENT DEVELOPMENT FRAMEWORK

MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

Section	Executive		
Approval Date	18.02.2026	Sponsor	Chief Executive Officer
Next Review	01.01.2029	Approved by	NMIT Council

NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

Version	Effective Date	Created/Reviewed by	Reason for review / comment
1	01.01.2026	Transition Lead	New

Kupu whakataki | Introduction

This Framework guides the development, approval, implementation and review of policies, procedures and other guiding documents for NMIT, to support governance and management practice as an independent organisation.

The policies of NMIT promote good government and disciplined ways of working. They seek to give clarity on how we enact our values and fulfil legislative requirements; they govern our practice and support implementation of our strategies, supplementing our values with principles, processes and agreed standards that drive quality outcomes. They ensure we are complying with legislative requirements, are consistently following good practice and are operating in a safe and inclusive environment for all kaimahi and ākonga. They will also help to protect the integrity and the reputation of the institution, one in which our ākonga have chosen to enrol and our kaimahi have committed to work.

NMIT will achieve quality outcomes, reduce organisational risk, and provide a safe environment only if all members of NMIT have regard to the policies, procedures and other documentation that are issued. It is a condition of employment for all kaimahi to ensure they understand the policies and procedures that apply to them in the performance of their roles.

Te Pūtake | Purpose and Scope

This framework forms part of, and provides guidance for, the implementation of NMIT’s Quality Management System (QMS).

Section 284 of the Education and Training Act 2020 provides that a council of a tertiary institution may pass statutes for the sake of good government and discipline within the institution. In this context “statutes” is a general term that covers a range of documents with a variety of names: statutes, regulations, policies, procedures, directives, standards, codes of practice, protocols, guidelines and frameworks.

NMIT has adopted a clear, simple internal regulatory framework and documents that include:

Mandatory:

Documents that require **compliance**, including

- Policies
- Procedures

For consideration:

Documents that provide further **guidance** to support the consistent application of related policies, procedures and frameworks, including

- Frameworks
- Guidelines, which may include templates and other guidance documents

Ngā Mātāpono | Principles

NMIT values are our central compass to guide our behaviour as an organisation and establish a foundation for our guiding documents and ways of working. These values guide and are reflected in the development of NMIT's QMS.

Te Tiriti o Waitangi me te Ōritetanga | Te Tiriti o Waitangi and Equity

NMIT is committed to fulfilling our responsibilities and obligations as a Te Tiriti o Waitangi partner and to being reflective and open as we work towards excellence in our ways of working to give effect to te Tiriti.

NMIT policies, frameworks and procedures are developed with regard to the purpose of the document and by applying a Tiriti lens. Applying a Tiriti lens to a policy means that a *specific action to give effect to Te Tiriti has been identified which supports the policy which has been developed*. It is not sufficient simply to refer to "Te Tiriti principles" in general terms; our commitment is to be explicit about our expectations, actions and ways of working as an organization to fulfill our responsibilities.

We strive to provide exceptional learning experiences and equitable outcomes for Māori.

NMIT is committed to being learner centred with a strong focus on equity of access, learning experience and outcomes. The development and implementation of policies considers under-served and marginalised individuals and groups, to ensure our awareness of potential barriers and commitment to eliminating them, to ensure access, mobility across, and clear pathways for learners.

We recognise the diverse and unique needs of all learners, with a focus on the unmet needs of Māori, Pacific and disabled learners and staff, to empower diversity, belonging, and wellbeing.

Records Management

The core records created via the document development processes are subject to records management practices that fulfill institutional, regulatory and legislative requirements.

When implementing policies and procedures, managers are responsible for leading teams to integrate information and records management into their operations, with knowledge of roles and responsibilities, storage and systems, access controls, retention and disposal.

Te Rārangitanga o Ngā Tuhinga Kaitiakitanga | Hierarchy of Documents

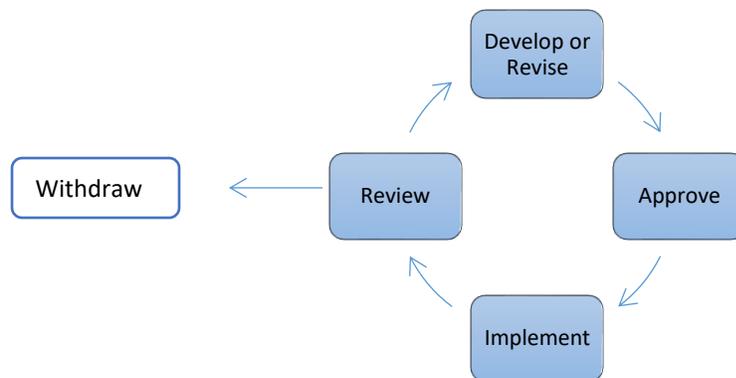
Instrument	Description	Approving Authority
Governance Policy WHY Policies ensure compliance with legislation, Council strategies, support decision making and underpin a safe, equitable organisation that aligns with its values.	High-level guidance connecting our NMIT vision, values, and statutory mandate with day-to-day operations. Statements to indicate how NMIT will act in a particular aspect of its operations. A policy will be a governance policy if the subject matter is core to meeting our strategic objectives, requires Council oversight and / or the Chief Executive Officer determines a need for Council support in relation to the particular matter. If a policy is not a governance policy, it is a management policy. Audience is NMIT kaimahi and ākongā.	NMIT Council (or as delegated to committees of the Council)
Management Policy	High-level guidance to kaimahi setting out the principles to inform decision making in relation to relevant operational or management subject matter. Audience is NMIT kaimahi and ākongā.	Senior Leadership Team (SLT); or Sponsor (minor changes)
Procedure HOW Procedures must be in place to implement policy	Procedures set out, elaborate on, and give effect to policies by providing step-by-step / sequential process instructions. They may be supported by process maps, diagrams and templates.	NMIT Council or SLT; or Sponsor (minor changes)
Framework Guidelines, forms, templates WITH These give further guidance to support the consistent application of related procedures, frameworks and directives	Used to determine how to implement the policy upon which the Framework is based. Provide a sensible, transparent, and co-ordinated approach to the subject matter of the document. Set out expectations and good practice in relation to aspects of how we need to work, standards we need to meet, behaviours we need to demonstrate and expect from others, although not usually by describing step-by-step actions. May include codes of practice, forms, templates, etc.	NMIT Council or SLT Sponsor
Outcomes and Performance Measures WHAT Results of implementing this Framework	Specific measures built around the purpose or result the function, goal, service, product, or activity to deliver or fulfil. These are indicated within such instruments as business/project plans and monitored through regular reporting.	Established by SLT in conjunction with stakeholders

Ngā Kawenga me ngā Haepapatanga | Roles and responsibilities for policy development

Kaimahi Roles and Responsibilities	
NMIT Council	<p>Holds governance responsibility for the establishment of the NMIT Quality Management System.</p> <p>Provides direction to senior management and the governance function as to the governance matters it wishes to address via policies.</p> <p>Approves, issues and monitors governance policies.</p> <p>The Council may delegate endorsement, recommendation and / or approval rights as it considers appropriate to Sub-Committees or Advisory Committees of the Council.</p> <p>Provides leadership and input into relevant policies through consultation and engagement.</p> <p>Ensures legal compliance review and advice in relation to legislative changes and amendments required to operational practices if necessary.</p> <p>Assurance in relation to good practice and operational implementation and monitoring.</p>
Chief Executive Officer (CEO) and Senior Leadership Team (SLT)	<p>Senior management (CEO and SLT) is responsible for the establishment and implementation of the NMIT's Quality Management System, including the Document Development Framework.</p> <p>Hold management accountability for all operational (non-governance) policy; and central repository of policies, procedures and other controlled documents in accordance with the Quality Management System (QMS) and information management requirements.</p> <p>SLT approves management and operational policies, procedures and frameworks.</p> <p>Raise staff awareness of, and adherence to approved policies and procedures.</p> <p>Directors hold responsibility as Sponsor for management policies and procedures within scope of their role; and approve minor changes to controlled documents.</p> <p>As Sponsor, work with the Lead and Contributors to review policies, procedures and frameworks in accordance with the review cycle and process; review non-controlled documents as needed.</p> <p>As Sponsor, ensure that consultation with key stakeholders and end users is carried out.</p>
Lead (SME)	<p>The kaimahi with subject matter and/or operational responsibility assigned to support the Sponsor and coordinate a team of Contributors to review policies, procedures, frameworks and guidelines in accordance with the review cycle and process.</p>
All Managers	<p>Ensure policies, procedures and frameworks are accessible to, shared with, and understood by kaimahi; provide induction and training for staff reporting to them.</p> <p>Promote and monitor adherence to policies and procedures in all operational mahi.</p> <p>Participate in the development, implementation, and review of policy within their areas of technical expertise to ensure policies remain current and fit for purpose.</p> <p>Integrate compliant information and records management into their operations.</p>

Tukanga Whakarite Anga, Kaupapa-here, Paerewa hoki | Policy Development Process

The process for the development of any governance, management, or controlled document has four key stages:



DEVELOP OR REVISE

New or revised policies, frameworks, procedures, regional directives, and guidelines are developed / revised as below, in accordance with NMIT’s QMS policy and procedures for the management of controlled documents.

<p>Sponsor</p>	<ul style="list-style-type: none"> • identifies the need for a document to be developed or revised as part of a review process • establishes a group of Contributors – kaimahi with subject matter expertise or operational responsibility, who actively participate in the development or review process • identifies and facilitates consultation and engagement with key stakeholders where required • seeks legal and risk expertise in relation to the document, where appropriate • accepts and endorses recommendations from the Lead, or seeks endorsement from the relevant body (see table) • presents the documents, rationale, process undertaken, and details to the approval body
<p>Lead</p>	<ul style="list-style-type: none"> • liaises with kaimahi who manage NMIT’s controlled documents, to initiate the process and access: <ul style="list-style-type: none"> - the current approved document, opened to enable changes to be tracked, and/or - the appropriate policy, procedure, or framework template • coordinates a team of Contributors to determine the document’s purpose, scope and need; research any relevant legislation or stakeholder requirements, and consult with kaimahi, ākongā, and any other relevant parties, eg. iwi, student representatives, as appropriate • prepares all documents as per the guidance and templates provided; reflects findings and feedback with all changes tracked • submits all documents and to the Sponsor, recommends establishment or changes to documents; seeks endorsement prior to submitting for approval.

APPROVE

Documents are approved by either NMIT Council or the Senior Leadership Team (SLT) depending on type. Approval is the final step after documents have been recommended and endorsed.

Document Type	Recommended by	Endorsed by	Approved by
Policy – Governance , specifically related to governance, risk and compliance	Sponsor	Risk and Audit Committee	NMIT Council
Policy – Governance , specifically related to health, safety and wellbeing		Health, Safety and Wellbeing Committee	
Policy – Governance , specifically related to appointments and remuneration		Chief Executive Officer	
Policy – Governance , specifically related to academic governance matters		Academic Committee	
Policy - Management	Lead	Sponsor	SLT
Framework			SLT
Procedures, Guidelines			SLT

The approval body receives new or revised policies, frameworks, procedures and guidelines once they have been recommended and endorsed. Approval follows the following process:

Management Policies and other guiding documents

- **SLT** accepts and considers endorsed recommendations for new documents and / or changes to existing documents; provides feedback regarding any revisions needed; and **approves** the document.
- **Minor changes** that do not alter the intent, content or process of the policy or procedure may be approved by the **Sponsor**, following a review, and reported to SLT. Minor changes include position titles, definitions and re-formatting.

Governance Policies and other guiding documents

- **Sponsor** accepts and considers proposals for new documents and / or changes to existing documents and **recommends** the draft / revisions to the appropriate body for endorsement.
- The relevant body **endorses** the new documents and / or changes to existing documents and recommends that they be submitted to NMIT Council for approval
- **NMIT Council** accepts and considers endorsed recommendations for new documents and / or changes to existing documents; provides feedback regarding any revisions needed; and **approves** the document.

Forms, Templates and Guidelines

- These documents are not subject to approval or version control in the same way as policies and procedures but are reviewed at the same time as the policy or procedure to which they relate. The most recent version is made available to NMIT staff via the intranet.

IMPLEMENT

The approved document is implemented as follows:

- The **Sponsor** liaises with the person who manages NMIT's controlled documents, to
 - ensure Controlled Document version, referencing, document management, accessibility and storage conventions are applied to the approved document.
 - undertake communication and implementation plan

REVIEW

Documents are reviewed on a periodic basis to ensure they are current and fit for purpose.

The **Review Periods** and **Purpose of Review** are as follows:

Document	Review Period	Purpose of Review	Consultation
Policies	Every 3 years As required	Analysis review to analyse current document use and see if any changes should be made; and / or Change review to confirm changes already identified through external assessment (eg. audit) or situational awareness (eg. repeat issues). Non-procedural editorial changes , eg. spelling, grammar, title or reference changes, where the document remains fit for purpose and meets required needs. The document Sponsor may determine whether a review period should be brought forward based on changes to the environment (e.g., legislative change or organisational change).	Full consultation required. Full consultation required. Limited or no consultation required.
Procedures	Every 3 years	To align with relevant policy review.	
Frameworks and Guidelines	As required	To ensure document is current and fit-for-purpose.	

WITHDRAWAL OF POLICIES

Documents may be withdrawn when the function or activity outlined or provided for by the document is discontinued, or document provision is incorporated into another policy or procedure. The process for approval is:

- 1) **SLT** accepts and considers proposals for withdrawal of existing documents and **recommends** the draft / revisions to the appropriate body for endorsement.
- 2) The relevant body **endorses** the withdrawal and recommends that the documents be submitted to the Council for approval

- 3) **Council** accepts and considers endorsed recommendations for withdrawal of the policy or procedure; and **approves** withdrawal.
- 4) The **Lead** liaises with kaimahi who manage NMIT's controlled documents, to manage version control and socialise changes with kaimahi.

Ngā Hononga ki Tuhinga kē | Links to other documents

NGA KAUPAPA-HERE E HANGAI ANA | RELATED POLICIES

NMIT QMS Quality Management System Policy
NMIT Te Tiriti o Waitangi Policy
NMIT Information and Records Management Policy

NGA TUKANGA ME NGĀ HĀTEPE | PROCESSES, PROCEDURES

NMIT QMS Controlled Documents Procedure
[Controlled Document Template - Policy](#)
[Controlled Document Template - Procedure](#)

TURE WHAI TAKE | RELEVANT LEGISLATION

[Education and Training Act 2020](#)
[Crown Entities Act 2004](#)