

Policy Review Tips

Policy development and management is embedded in the Higher Education Standards Framework and the University must ensure that the Policy Framework is current and effective. If required, further detail can be accessed via the [Higher Education Standards intranet site](#) (please refer to *Domain 6: Governance and accountability*).

As part of the regular re-registration of universities (which occurs at least every seven years), TEQSA reviews whether the University policy database is up-to-date. It is a breach of TEQSA Standards if the policy library is found not to be up-to-date and immediate action will be required to remedy this breach.

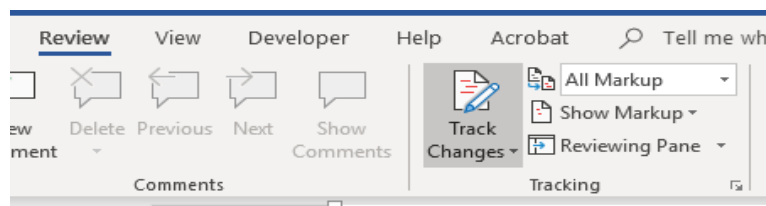
As such, we are reminding all responsible staff of the need to ensure the policy library is up-to-date. Policy Officers are responsible for ensuring that policies are reviewed on a cyclical basis (normally every three years) to ensure currency, relevance and consistency.

1. Work on the correct version:

Firstly, to ensure you are working with the most up-to-date version of the document, download the PDF version from the Policy Library, convert to word and ensure you turn **track changes** on.

Instructions on how to download and convert a PDF to Word are available at <https://policies.latrobe.edu.au/download.php?associated=1&id=229>

“Track Changes” can be turned by going to the **Review** tab and selecting **Track Changes** or by **Ctrl+Shift+E**



The Policy Database is **text based** only. This means that it can't create or display flow charts, process maps or images in the document. Links can be created and embedded from the policy document to other documents or links that exist in word, PDF, ProMapp, intranet or internet sites in these circumstances.

2. Review the document:

Undertake a preliminary review to evaluate whether a full review, minor change or no change is required. Some considerations could include:

- Is the policy still required or could it be combined with another document or rescinded?
- Is the document up-to-date and aligned with all relevant statutes/legislation/regulations, values and the strategic plan?
- Have there been any operational issues or changes to resources or technology that may have an impact on the implementation of the document? Is the language and terminology used in the document easy to understand and follow?
- Does the document layout steps in the correct order to reflect the way things should be undertaken?

3. Check:

- Hyperlinks and links to related policies, procedures and associated information, are they still current and working?
- Titles, names and organisational units, are they still accurate?
- Definitions listed in the document, are they still appropriate and complete?

4. Send proposed version to Policy Services to establish consultation and approval (if required):

Once you have completed your review, please send through the 'tracked change' version of the document to Governance & Policy Services via policy@latrobe.edu.au. We will be able to provide you with advice on the consultation and formal approval requirements of the revisions.

- **Consultation** via the Bulletin Board is mandatory for any new documents or for any revisions that are more than minor or administrative changes, i.e. where a number of clauses are added, deleted, etc. The prescribed consultation period is **two weeks**. Governance & Policy Services is responsible for publishing the document to the Bulletin Board.
- For documents that require **approval** by Academic Board or the Vice-Chancellor via the Senior Executive Group (SEG), a Policy Coversheet will need to be completed.

The **Policy Coversheet** and tips on how to write policy recommendations are available via the [Resources Section](#) on the Policy Library.

When making a **submission for approval**, please include:

- i) Policy Coversheet
- ii) A 'tracked change' version of the document (for revised documents) and
- iii) A clean version (tracked changes accepted) of the revised document