Identify the need for a new Policy/Procedure to be developed or an existing Policy/Procedure to be amended or rescinded.

Complete and submit Policy Development and Review (PDR) Form (See Procedure for access to form) to Policy and Quality Services. Meet with Policy and Quality Services to run through form, policy intent and need.

PDR Form is considered by Manager Policy and Quality Services. Policy Sponsor is advised of suitability of proposed policy whether to be amended or deleted. Policy Systems Administrator is advised of outcome.

Consultation with relevant parties (identified in PDR form and others as required) including, committees, working parties and staff who are directly impacted by the document. Workflow is created in ECM to manage version control at this stage.

Workflow is created in ECM to manage version control. Once document is ready for Uni-wide consultation, a signed copy is sent to Policy and Quality Services for upload into PAMS.

Policy—New/Amended
The Policy Systems Administrator sets up document in PAMS and sends blank Word template or link to Policy Sponsor by email

Policy Deletion (Rescind)
The Policy Systems Administrator marks the document for rescinding and logs job with Cerdi to rescind in PAMS

Sponsor considers all feedback and incorporates valid feedback into Word doc using ‘track changes’ and sends to Policy Systems Administrator for updating in PAMS.

Policy Systems Administrator updates the document accordingly. Final draft is reviewed for spelling, grammar and hyperlinks before sending to the Policy Sponsor for submitting to the Approval Authority for approval to publish

The Approval Authority approves the policy/procedure to be published in the Policy Library. Policy Systems Administrator is advised to publish the document.

Once confirmation of approval of the policy/procedure is received, Policy Systems Administrator will change the document status in PAMS to ‘Approved and Published’ and set the Review Schedule date.

Warning—Uncontrolled when printed! The current version of this document is kept on the FedUni website.