
Procedure for Dissemination and Promotion of Policies and Procedures

Policy/Document Approval Body:	Governance Board
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Policy Custodian:	Dean of Engineering
Policy Contact:	Accreditation Manager
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Location on EIT website:	http://www.eit.edu.au/organisation-policies
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Definitions : Policies:	These are principles, rules, and guidelines formulated or adopted by the EIT to reach its long-term goals as enunciated in the Strategic Plan. They are designed to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them.
Procedures:	These are the specific methods employed to express policies in action in day-to-day operations of the organization. Together, policies and procedures ensure that a point of view held by the governing body of an organization is translated into steps that result in an outcome compatible with that view.
Dissemination:	Broadcast of an idea or message on a large scale to make it reach a wide audience. <i>(Modified for the EIT but originally derived from www.businessdictionary.com)</i>
Purpose:	The purpose of this procedure is to ensure a clearly defined and effective process of disseminating and promoting all existing policies and procedures to all EIT staff and students and other stakeholders such as governmental agencies, associated universities and colleges, so that they can understand and apply them as well as providing channels to provide feedback on improvements and enhancements.
Scope:	This procedure extends to all EIT students and both administrative and academic staff.
Overview:	The EIT have developed a strong body of policies and procedures for the continuing operation of the EIT. This procedure provides a defined and clear way for these to be disseminated on an ongoing basis especially to all those working for the EIT and those attending the EIT as students.



Essential Supporting Documents:

Related Documents:	Policy Development and Review Procedure Policy Development and Review Flowchart Policy Development and Review Guideline Policy Formation and Monitoring Overview
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1.0 Introduction

Once EIT policies and procedures have been approved and released by the Academic and Governance boards, they need to be disseminated as quickly and expeditiously as possible.

Everyone involved in the process should realize that success in dissemination is more likely to occur when the policy or procedure has been developed in conjunction with the potential recipient or user. True success is achieved in the dissemination process when the recipient acts effectively on the policy and procedure that has been received.

This procedure defines the optimum way for these policies to be distributed and is broken down into:

- Immediate distribution process
- Dissemination to staff unfamiliar with the EIT policies and procedures
- Use of different media for dissemination
- Ongoing maintenance of policies and procedures
- Feedback to Accreditation Manager
- Storage and later access

2.0 Immediate distribution process

The following steps are followed in the dissemination of all policies and procedures at the EIT:

- Once the Academic and Governance boards approve a new or revised policy, this is released to the Policy Custodian, which is generally the Dean of Engineering and the Policy Contact, which is usually the Accreditation Manager, but might also be the Human Resources Manager or the Marketing Manager.
- The Policy Contact, within 7 days, will decide (and act) on the best way of distributing the specific policy or procedure and in consultation with the Policy Custodian will decide on the best way of promoting it to the EIT community and the relevant supporting message to use.
- The Policy Contact will send out an email to all staff and students outlining the new policy.
- The Policy Contact will consult with the Marketing Manager about placing a short note on the new policy and procedure in the monthly newsletter (and providing a link to the full policy or procedure on the web site).
- The Academic Board and Governance Board members will receive a copy of the relevant policy or procedure as part of their minutes of the meeting at which it was approved.



- The Policy Contact will add the new or revised policy or procedure to the information presented at biweekly presentations to EIT staff in Perth.
- The Policy Contact will web conference, if necessary, and record the presentation on the policy or procedure for all those not located in the Perth offices.

3.0 Dissemination for staff unfamiliar with the EIT policies and procedures

From time to time, there will be new staff commencing employment at EIT (and the associated training organisation, IDC Technologies). New staff members will be given an induction into the policies and procedures over a two week period. This will be done in a discussion-based interactive way to encourage understanding and recall of all the policies and procedures. This will require at least 8 hours spread over the two week initial period of commencing with EIT to ensure they have a good understanding of the policies, procedures and the overall strategic plan.

The Policy Contact will confirm that everyone involved understands the policies and procedures and overall strategic plan.

4.0 List of interested parties in the Policies and Procedures

A list of the parties who would receive the updated policies and procedures would include:

- All EIT staff (in Perth and all countries around the world)
- All EIT current students
- All members of the EIT mailing list (approximately 120,000) via the monthly newsletter
- All IDC Technologies staff (in Perth and all countries throughout the world)
- All EIT and IDC Technologies partners in different countries around the world
- Any marketing entities for the EIT – throughout the world

5.0 Use of different media for dissemination

There are various media that can be used in the dissemination of the particular policy or procedure. The Policy Contact will need to decide on the best combination to use.

These would include:

- Email to all current staff and students
- Placement up on the EIT and IDC web sites
- Paper copy to be placed on all EIT noticeboards and distributed by hand
- Update to the Student Handbook for the next revision
- Publicise in the main news media (e.g. The West Australian and The Australian Academic Edition) if deemed newsworthy
- Press Release to associated institutions and organisations
- Webconference presentation to reach all staff and students at various locations throughout the world (in different time zones)

6.0 Ongoing maintenance of policies and procedures

Policies and procedures are a key part of EIT's mission and strategic plan, and it is likely that some aspects of them will be forgotten. The geographical separation of academic students and staff make the issue more challenging for the EIT and it is thus critical that this is dealt with effectively.



Hence at the bi-weekly meeting of EIT staff, a presentation will be done on an existing policy and procedure, to highlight key issues. This will be done over 15 minutes. This means approximately 6 hours per year will be spent on highlighting the key issues with policies and procedures.

The Strategic Plan is formally reviewed by the Academic Board at a meeting (held before that of the Governing Board) on an annual basis at the last meeting every year. The relevant input is forwarded to the Governance Board at its last meeting for the year and a formal adjustment is made to the plan for the next three years. The Dean of Engineering will also review the KPIs before each Academic and Governance meeting and report on any disturbing deviances that may occur.

The revised Strategic Plan will be formally disseminated to the EIT and all related partners within 4 weeks, no matter whether there are any changes or not, to ensure the Plan is kept at a high level within the organisation's "consciousness".

7.0 Feedback to Policy Contact/Accreditation Manager

During the discussion of the policies and procedures at the regular meetings and using regular emails (through the monthly newsletter), feedback will be encouraged on all policies and procedures. These will be fed back to the Policy Contact who will then decide whether to pass them onto the Academic Board or Governance Board. The Policy Contact will pass on suggestions for revisions or the creation of new policies and procedures to the Academic and Governance Boards.

8.0 Storage and later access

Approved policies, procedures or related documents will be stored in the location noted above and placed on the EIT web site in the location listed above. Hard copies required for review will be made available on request.