

## PROCEDURE FOR DISSEMINATION AND PROMOTION OF POLICIES AND PROCEDURES

<b>Policy / Document Approval Body:</b>	Governance Board
<b>Date Created:</b>	12 February 2011
<b>Policy Custodian:</b>	Dean of Engineering
<b>Policy Contact:</b>	Accreditation and Compliance Manager
<b>Location on EIT website:</b>	<a href="https://www.eit.edu.au/about/policies-procedures/">https://www.eit.edu.au/about/policies-procedures/</a>
<b>Review Period:</b>	Every Three Years
<b>Revision No:</b>	7
<b>Date of Revision:</b>	5 December 2023
<b>Date Approved:</b>	14 December 2023
<b>Date Commenced:</b>	22 January 2024

### 1.0 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, so that they can understand and apply them as well as providing channels to provide feedback on improvements and enhancements.

### 2.0 Scope

This procedure extends to all EIT students (current and prospective) and both administrative and academic staff.

### 3.0 Overview

EIT has developed a strong body of policies and procedures for the continuing operation of EIT. This procedure provides a defined and clear way for these to be disseminated on an ongoing basis especially to all those working for EIT and those attending EIT as students.

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

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 EIT policies and procedures;
- Use of different media for dissemination;
- Ongoing maintenance of policies and procedures;
- Feedback to the Accreditation and Compliance Manager; and
- Storage and later access.

#### **4.0 Immediate Distribution Process**

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

- Once the Academic and Governance Boards approve a new or revised policy, the Accreditation and Compliance Manager (or delegate) will archive any previous versions of the policy, record the changes on the Policy Change Register and will send out an email to all staff outlining the new and/or amended policies within two (2) weeks of the final approval being granted;
- The Accreditation and Compliance Manager (or delegate) will consult with the Marketing team about publishing the new and / or updated policies on the EIT web site; and
- The policy will be added to the information presented at EIT staff meetings.

#### **5.0 Dissemination for staff unfamiliar with EIT policies and procedures**

From time to time, there will be new staff commencing employment at EIT. New staff members will be given an induction into the policies and procedures as part of the initial training period to ensure that those commencing with EIT have a good understanding of the policies and procedures.

#### **6.0 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;
- All EIT current students (via the EIT website);
- All EIT partners in different countries around the world; and
- Any marketing entities for EIT – throughout the world.

#### **7.0 Use of Different Media for Dissemination**

There are various media that can be used in the dissemination of a particular policy or procedure. The Accreditation and Compliance Manager will need to decide on the best combination to use. These may include:

- Email to all current staff;
- Email to all current students;
- Placement on the EIT website;
- Publicise on EIT's social media accounts;

- Update to the Student Handbook for the next revision; and
- Web conference presentation to reach all staff and students at various locations throughout the world (in different time zones).

## **8.0 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 students and staff makes the issue more challenging for EIT and it is thus critical that this is dealt with effectively.

Hence at the regular meeting of all EIT staff, a presentation will be made on an existing policy and procedure, to highlight key issues.

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

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

## **9.0 Feedback to Policy Contact / Accreditation and Compliance Manager**

During the discussion of the policies and procedures at the regular staff meetings, feedback will be encouraged on all policies and procedures. These will be fed back to the Policy Contact who will then decide whether a new policy or the review of an existing policy is required. The Policy Contact will pass on suggestions for revisions or the creation of new policies and procedures to the Accreditation and Compliance Manager.

## **10.0 Storage and Later Access**

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

## **11.0 Definitions**

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

## **12.0 Related Documents**

- EIT04 Accurate and Accessible Information Policy
- EIT07 Governance and Administration Policy
- EIT08 VET Regulator Cooperation & Legal Compliance
- Information Management and Security Policy and Procedure.DS
- Policy Development and Review Process Guideline.DS
- Privacy Policy.DS

- Records Management Policy.DS

### 13.0 Related Legislation

The following legislation is relevant to this policy, however not all are mandatory for education providers:

- [\*Higher Education Standards Framework \(Threshold Standards\) 2021 \(Cwth.\)\*](#)
- [\*Privacy Act 1988 \(Cwth.\)\*](#)
- [\*Standards for Registered Training Organisations \(RTOs\) 2015 \(Cwth.\)\*](#)
- [\*Tertiary Education Quality and Standards Agency Act 2011 \(Cwth.\)\*](#)

### 14.0 Accountabilities

The Governance Board is responsible for the review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.