

Policy Development and Communication of Policies

1.0 PURPOSE

The policies of Youth2Industry College, guide and describe the main processes, functions and operations of the Youth2Industry College. The development and review of policies should therefore have an agreed process so that various stakeholders are part of the consultation and review process. Aims include:

- To have all policies frame and accurately reflect the College's operations, directions and meet all legislative, compliance, duty of care and child safe standard requirements
- Ensure key stakeholders are part of the consultation and review process
- To keep the community informed of policies and procedures through Youth2Industry College's website, notices, reception, handbooks and/or newsletters
- To keep all staff members informed through SharePoint, the College website and briefings/meetings.

2.0 SCOPE

This policy applies to the Youth2Industry community (ie Board, staff, parents/carers and students).

3.0 IMPLEMENTATION

- The policies describe the purpose, scope and implementations of operations and directions of the Youth2Industry College as a whole.
- The process of considering Youth2Industry College policies will be managed by the Youth2Industry College Board and the Principal.
- The process will be a continuous cycle of review and it will be transparent and consultative.
- New policies will be added and modified to reflect the growth and evolution of Youth2Industry College and new programs as needed
- All policies will use the Youth2Industry College policy layout including the following elements: College logo, policy name, purpose, scope, implementation or guidelines, version control and review. All policies will be dated on ratification the Youth2Industry College Board and date of next review noted.
- When developing a new policy, the Principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy will then be circulated for comment to the appropriate committee/s, to all staff members, to parents via the newsletter, back to the leadership team and finally to the Youth2Industry College Board for ratification (where relevant), preferably within a term.
- Policies will be developed taking into account Department of Education policies, memos and circulars relating to a particular policy area.
- A Quality Management System database of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis is to be maintained. This database will also indicate approval requirements (refer to **QMS: 800-01 Y2IC Quality Management System**).

- When reviewing an existing Youth2Industry College policy as per the three-year review cycle, the Principal will consult with all staff and the appropriate committee/s, and to the Youth2Industry College Board (where relevant) for ratification.
- Changes as a result of policy developments and/or reviews will be widely advised to staff and parents.
- All staff will have opportunities to provide input into any policy development or review process.
- The focus of all Youth2Industry College policies must reflect the needs of students and Youth2Industry College operations.
- Any concerns relating to the structure of the Youth2Industry College must be directed to the Principal or the College Board Chair.
- Policies relevant to staff will be available through SharePoint and reinforced at briefings/meetings. Students, families and the wider community will be informed of relevant policies and procedures through the Youth2Industry College website, notices, newsletters and the student handbook. The **Y2IC Quality Management System** indicates a summary of how each policy will be communicated.

4.0 ASSOCIATED DOCUMENTS

- QMS:800-01 Y2IC Quality Management System
- QMS:108 Y2IC Delegations Register
- QMS:300-11 Y2IC Student Handbook
- QMS:300-12 Y2IC Staff Handbook

VERSION CONTROL DETAILS

Revision History

Date	Version	Author	Change Reference
25/5/2020	1.0	P. Vakakis	Initial Policy
30/11/2023	2.0	P. Vakakis	Reviewed – no changes

Reviewers

Date	Version	Approved By	Next Review Date
25/5/2020	1.0	Y2IC Board	May 2023
5/12/2023	2.0	Y2IC Board	November 2026