



ICHAS

Section 3– Policies and Procedures associated with Quality in ICHAS

Subject:	Procedure Associated with Policy on Policies		
Date Approved by Academic Council:			July 2021
Policy Version	1/2021	Date due for Revision	February 2024
Parent Policy	Policy on Policies		

Introduction

The Policy on Policies is a commitment to having a well-documented approach to Quality and to ongoing evaluation of the effectiveness of such policies and related procedures. The policy aims to encourage stakeholder engagement in building a culture of Quality at ICHAS.

ICHAS policies are, screened by the Quality and Standards Committee and approved for publication by Academic Council. In that context Policies must vigorously promote best practice and give direction regarding adherence to regulatory and legislative requirements.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Academic Council	Reviews and approved and changes or new policies and procedures
Vice President (Academic Affairs)	Consults with the registrar in relation to accessing the need for new policy development. Sits on Quality and Standards committee and screens new proposals.
QAE officer	Liaise with the registrar in assessing the need for a new policy. Support the Policy Champion in developing the policy for presentation to academic Council.
Quality and Standards Committee	Reviews Policy Proposals
Registrar	Accesses the need of the new policies being proposed
Policy Champion	Proposes New/amendment to existing policies

Policy Format

A standard format will be used to ensure that every policy and associated documentation are consistent in both form and style. Although not every policy will contain all format elements, this template will be provided to the policy Champion by the Quality Assurance and Enhancement Officer.

Development of new Policies

Development of new policies may arise in two ways:

1. As part of the internal Audit and review cycle including the AQR process outlined in the Policy and Procedures associated with Measuring the Effectiveness of Quality at ICHAS.
2. A Proposal submitted by a member of the College community (Policy Champion)

In both instances the Policy Development Cycle will apply as follows

- **Initial Policy Conception Stage:** The Policy Champion brings the proposed policy/policy idea to the Quality Assurance Officer. The Quality Assurance Officer's main role during the Initiation Stage is to liaise with the Registrar and assess the need and review to ensure the absence of any unnecessary overlap with or duplication of other existing policy. (in the case of the review this may already have been established as part of the review and gap analysis.)
- **Policy Development Stage:** The first task of the Policy Champion in conjunction with the QAE officer is to draft a policy (using the Policy Template) and explore all aspects of the proposed policy and consult with relevant stakeholders affected by the proposed policy. On completion of the development stage, the Policy Champion will be asked to present their proposal to the Quality and Standards committee for screening and review. The Quality and Standards will issue feedback and recommendations prior to moving to the approval stage.
- **Approval Stage:** the QAE officer will present the new proposal to Academic Council on behalf of the Policy Champion, or the Champion may be invited to present their proposal to Academic Council for review. Academic Council may
 1. Reject
 2. Approve
 3. Send back the policy for further development.

In the case where a new policy has been approved by academic council the QAE officer will email to all staff and / or learners alerting them of the new policy and where it is located.

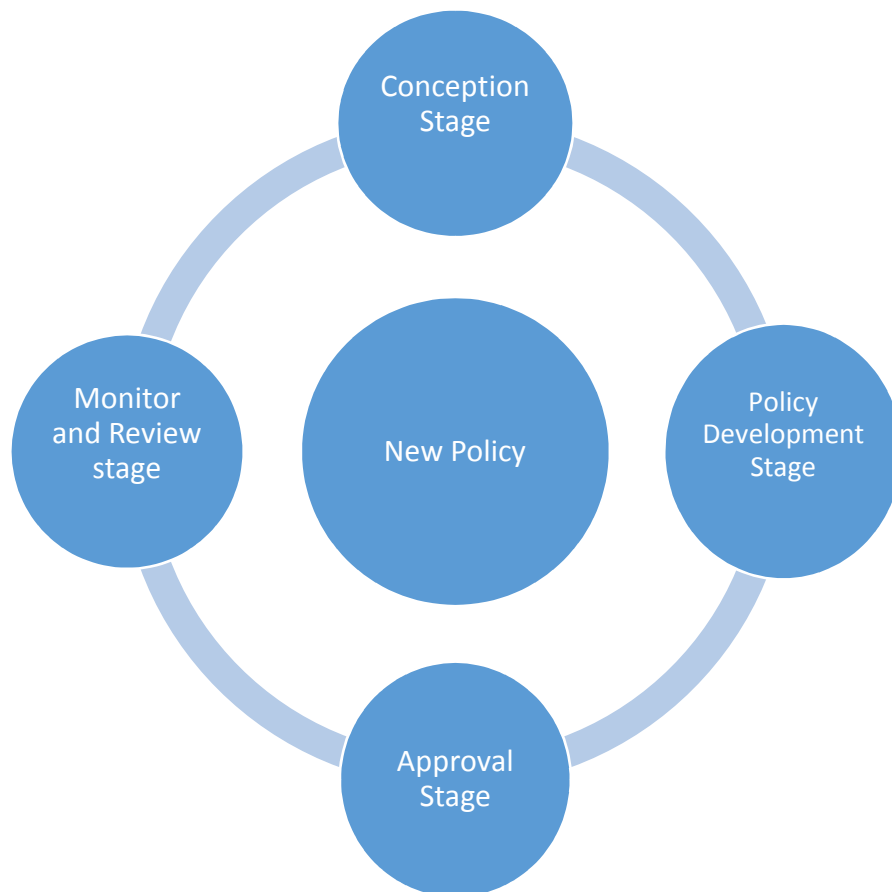
- **Monitoring & Review Stage:** The new policy will fall under the monitoring and review cycle as set on in the Policy and Procedures associated with measuring the effectiveness of Quality Assurance.

Review of existing Policies and Procedures

As part of the review cycle Policies and Procedures will be reviewed on an annual basis and suggested amendment or changes will be brought to Academic Council for approval, such changes will be documented in the Annual Quality Report submitted to QQI.

The Quality Assurance Officer in conjunction with the IS manager, under the direction of Registrar, is responsible for implementing and publishing of the QAE manual as approved by Academic Council.

GRAPHICAL PRESENTATION OF PROCEDURE



Linked Policies & Procedures

Linked Policies	Policy on documenting the effectiveness of Quality at ICHAS Policy on Appeals Policy on Policies
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Linked Procedures	Procedures associated documenting the effectiveness of Quality at ICHAS Procedures Associated with Appeals