

POLICY DEVELOPMENT, APPROVAL, IMPLEMENTATION, EVALUATION AND REVIEW

Taratahi Agricultural Training Centre QMS Component			
Category:	POLICY	Policy Number:	QMS 1
Title:	Policy development, approval, implementation and review	Date Approved:	November 21 st 2002
Prepared by:	Quality Manager	Date of Last Revision:	19 Aug 2010
Authorised by:	Taratahi Board	Next Review Date:	Nov 2011

1. PURPOSE

Taratahi aims to have a QMS that focuses on continuous improvement and stakeholder satisfaction. To do this, an effective QMS must be developed, maintained and improved upon.

This Policy sets to establish effective methods to Develop, Approve, Implement, Evaluate and Review the QMS for Taratahi.

An all-encompassing QMS was first established by Taratahi in September 2002. Prior to this, individual policies were in existence but not formulated in one document.

2. ORGANISATIONAL SCOPE

This is an organisational wide procedure.

3. DEFINITIONS

4. RESPONSIBILITIES

The Corporate Services Manager is responsible for maintaining the QMS and reviewing the documentation when authorised to do so. In the absence of the Corporate Services Manager, changes may be authorised by a designated representative.

The responsibility for approval of all policy rests with the Academic Committee.

5. THE PROCEDURE

5.1 Policy Development

5.1.1 It is the responsibility of all staff to recognise when new specific policy is needed.

5.1.2 Any need for new policy is first discussed amongst the Management Team. If the need is agreed upon, the Management Team then recommends to the relevant Manager to develop the new policy.

5.1.3 Relevant stakeholders that may be consulted during policy development include Student council, staff, academic staff, farm staff, advisory committee etc. The developed policy is then in turn presented to Management for discussion and amending if required. Once the policy is agreed upon it is submitted to the Academic Committee.

5.2 Policy Approval

5.2.1 The Academic Committee reviews new policies and makes recommendations to the Board for their approval

5.2.2 The responsibility for all approval of new policies lies with the Taratahi Board.

5.3 Policy Implementation

5.3.1 Once the policy is approved, staff or committees responsible for its implementation are notified. A memo is issued to all staff concerned regarding the new policy and a copy of the policy is put into the QMS manuals.

5.4 Policy Evaluation

5.4.1 Revision dates for all policies are established at the same time as policy approval. As a minimum, formal reviews occur annually after policy approval.

5.4.2 Planned internal audits of policy implementation also occur

5.4.3 The amended policy is presented to the Academic Committee for discussion and debate, with the expectation that the Academic Committee either approves the policy or recommends that further work is undertaken before the revised Policy is returned to the Academic Committee for further discussion , debate and approval.

5.4.4 When a Policy has been approved with a specific review date the responsibilities lies with the person with delegated responsibility for the policy area or system to conduct the review by the stipulated date. The review together with recommended policy amendments is presented to the Academic Committee for consideration.

5.4.5 Any approved amendments are incorporated into the revised policy

5.5 Document Control

5.5.1 The CEO, Education Delivery Manager and Education Partnerships Manager and Quality Manager hold copies of the Quality Management System Manual. A copy may also be found in the staff room, library, Reception, and approved sites

5.5.2 Any new or revised policies when approved are put in each of the 8 copies of the controlled documents.

5.6 Authorisation of Changes

5.6.1 The Quality Manager is responsible for maintaining the QMS and reviewing the documentation when authorised to do so. In the absence of the Quality Manager, changes may be authorised by a designated representative. An authorisation stamp appears on all authorised copies of the manual.

6. FLOW CHARTS

POLICY DEVELOPMENT AND IMPLEMENTATION

