



Policy Development Framework

September 2024

Version 1.1
Approved by the Board of Governors

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1. Introduction

The Policy Development Framework provides a structured approach for the creation, review, and implementation of policies at UKBC. This framework ensures that all policies are aligned with the college's mission, comply with regulatory requirements, and promote best practices in governance and academic excellence.

This framework supports Office for Students (OfS) Condition E2 by promoting robust management and governance practices, ensuring that all policies are developed transparently, and engaging relevant stakeholders to maintain high standards of academic and operational excellence.

2. Purpose

The purpose of this framework is to:

- Establish a consistent and transparent process for policy development.
- Ensure policies are relevant, effective, and regularly reviewed.
- Involve stakeholders in the policy development process.
- Maintain compliance with the Office for Students (OfS) conditions of registration, UK legislation, and other regulatory bodies.
- Ensure policies are consistent with existing regulations, rules, and processes.
- Ensure policies are aligned with the strategic goals, vision, and values of the college.

3. Scope

This framework applies to all policies within the college, including academic, administrative, and operational policies. It covers the development of new policies, the review and revision of existing policies, and the process for policy approval and implementation.

4. Principles

The Policy Development Framework is guided by the following principles:

- **Transparency:** The policy development process will be open and transparent, with clear documentation at each stage.
- **Inclusiveness:** Stakeholders, including faculty, staff, and students, will be consulted and involved in the policy development process.
- **Accountability:** Clear roles and responsibilities will be defined for those involved in developing and approving policies.
- **Compliance:** Policies will comply with relevant legal, regulatory, and institutional requirements.
- **Effectiveness:** Policies will be designed to achieve their intended outcomes and support the college's strategic objectives.

5. Policy Development Process

5.1. Initiation and drafting

- Identify the need for a new policy or the review of an existing policy.
- Prepare a policy proposal outlining the purpose, scope, and key issues to be addressed.
- Obtain initial approval from the relevant senior management team member and quality office
- Conduct research and benchmarking to inform the policy content.
- Draft the policy document, ensuring clarity, conciseness, and alignment with existing policies.

5.2. Consultation

- Circulate the draft policy to stakeholders for feedback (please use Policy template, see appendix 1)
- Organise consultation meetings or workshops to gather input (if required)
- Review and incorporate feedback to refine the policy draft.

5.3. Review and Approval

- Submit the revised policy draft to the relevant approving body (e.g., Academic Board, Executive Committee, Board of Governors, Quality Enhancement Committee) for review.
- Address any further revisions as required by the approving body.

5.4. Implementation

- Communicate the approved policy to all stakeholders.
- Send the final version of the document to Quality Office to be published. The quality office acts as gatekeeper of the policies
- Provide training and resources to support policy implementation.
- Monitor the implementation process and address any issues that arise.

5.5. Review and Revision

- A regular review cycle for each policy (normally each year) in place. The Quality Office sends out policies to the owners each year, typically during the summer period, for review.
- Conduct interim reviews if significant issues or changes in the regulatory environment occur and same the follow the same process for review and revision as for new policy development.

6. Formatting

To ensure consistency and professionalism in the documentation, please follow these formatting guidelines when drafting policies:

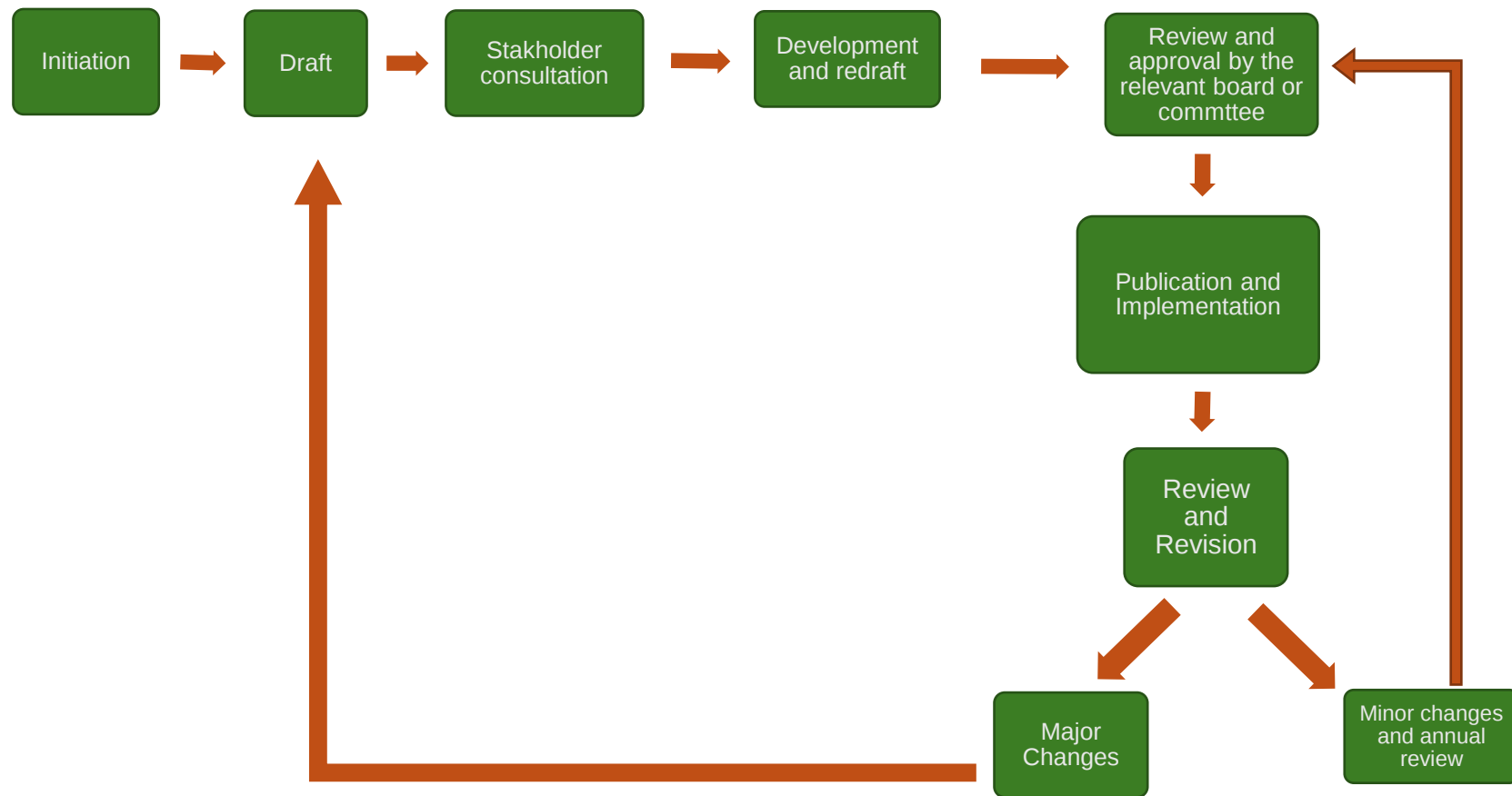
- Use a clear, concise title for the policy.
- Main headings should be bold and in a larger font size (14pt)
- The body text should be Arial font size 12
- Line spacing should be 1.5
- Justify the text to ensure neat and aligned edges on both the left and right sides of the document.

- Include page numbers on each page, placed at the bottom right.
- Include the name of the policy in the footer
- The font size of the name of the document and footer should be 10

7. Documentation and Record-Keeping

- Quality Office maintain a central repository for all academic policy documents, along with the history of key changes
- Policy owner should ensure all policy documents are accessible to stakeholders.

8. Flow Chart



Appendix 1



[Policy Name]

[Date of the policy was created]

[Version]

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Document Information	
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