

Procedure 1.9 Review and Revision of Policies and Procedures					
Prepared by	Ian Fleming	Reviewed by	Erhan Yurdakul Ercan Erkus	Approved by	Canan E. Celik
Review No	4	Next Review Date	July 2022	Approved on	20/07/2021

Procedure issued: April 2014

Procedure owner: Principal / CEO

- This procedure is shared with our students and/or can be obtained:
 - on our website <https://docklandsacademy.co.uk/policies-and-procedures>,
 - on the desktops of all computers in the library on the top floor,
 - by emailing us at info@docklandsacademy.co.uk.

The policy is reviewed and monitored on a regular basis for currency and fitness.

1 Objectives

The Academy framework of policies and procedures is designed to meet the following objectives:

- to provide a systematic record of all the Academy`s policies and associated procedures
- to enable staff, stakeholders and students to gain a clear understanding of the Academy`s operational expectations and requirements
- to facilitate the work of any external inspection, review and accrediting agencies which may require an understanding of the Academy`s operational structures

Each policy document sets out the broad expectations for its defined area. Associated procedural documents specify operational details and requirements.

It is essential that the published policies and procedures reflect the current aspirations, values and requirements of the Academy. Therefore, the framework must never be viewed as a final, complete and finished set of documents; it should reflect regular review and should make accommodation for appropriate revisions as circumstances evolve and change.

2 Review arrangements

The policy and procedural documents which constitute the framework will be formally reviewed and, where necessary, revised, each year. The review process will take place at the end of the academic year and revisions will then be presented to the Board of Governance for information and approval.

3 Responsibilities for review of each part of the framework are allocated as follows:

Governance Policy (1) and procedures 1.1-1.9: CEO / Principal

Academic Management Policy (2) and procedures 2.1-2.13: Academic Head

Teaching Learning and Assessment Policy (3) and procedure 3.1-3.9: Academic Head

Student Admissions Policy (4) and procedures 4.1-4.13: Head of Admissions

Student Support Policy (5) and procedures 5.1-5.7: Academic Head

Human Resources Policy (6) and procedures 6.1-6.18: CEO / Principal, Finance Manager

Information Policy (7) and procedures 7.1-7.3: Finance Manager

Marketing and Promotion Policy (8) and procedures 8.1-8.3: CEO / Principal

Premises/Health and Safety Policy (9) and procedures 9.1-9.7: Finance Manager

4 Policy documents

Policy documents will be reviewed to ensure that they:

- continue to reflect the overall approach and values of the Academy
- reflect any additional developments in the policy area (e.g. new legislation or external reference points)
- accurately list all current associated procedures
- are consistent with the new developments at the Academy

5 Procedural documents

Procedures should be reviewed to ensure:

- their continued accuracy and completeness
- their relevance and utility for operational users
- their relevance for the operational needs
- are consistent with the new developments at the Academy

The CEO / Principal will report any revisions or amendments to framework to the Board of Governance meeting after the end of each academic year.

6 Related Documents

Policies

2 Academic Management

5 Student Support, Engagement and Learning Resources

7 Information

8 Marketing and Promotion

Procedures

- 1.5 Equal Opportunities
- 1.7 Data Protection
- 4.5 International recruitment
- 4.6 Student Induction
- 4.11 Student Protection Plan
- 5.3 Equality, Diversity and Special Needs.
- 7.1 Review and Sign off PI
- 7.4 HE Public Information
- 8.2 Recruitment Partner Selection & Monitoring
- 8.3 Links with Other Educational Institutions and Businesses

Student Terms and Conditions

External Reference Points

- **Office for Students (OfS) Requirements and Guidance** at <https://www.officeforstudents.org.uk/advice-and-guidance/regulation/>
- **UK Quality Code Advice & Guidance – Admissions, Recruitment and Widening Access** at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>
- **UK Quality Code Advice & Guidance – Concerns, Complaints and Appeals** at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/concerns-complaints-and-appeals>
- **UK Quality Code Advice & Guidance – Partnerships** at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/partnerships>
- **Higher Education Code of Governance** (Committee of University Chairs, December 2014) at <https://www.universitychairs.ac.uk/wp-content/uploads/2020/09/CUC-HE-Code-of-Governance-publication-final.pdf>
- **Association of Employment and Learning Providers (AELP) principles of Good Governance for Independent Training Providers** at <https://www.aelp.org.uk/media/2595/code-of-governance-final-sept-2018.pdf>
- **Pearson Recognition of Prior Learning Policy** at https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Recognition_of_prior_learning_and_process_policy.pdf
- **Competition and Markets Authority Guidance for HE Providers** at <https://www.gov.uk/government/publications/higher-education-consumer-law-advice-for-providers>
- **UKCISA Code of Ethics** at <https://www.ukcisa.org.uk/Membership/Codes-of-practice/Code-of-ethics>
- **UK Visa & Immigration (UKVI) regulations** at <https://www.gov.uk/government/organisations/uk-visas-and-immigration>
- **Equality Act – 2010** at <https://www.legislation.gov.uk/ukpga/2010/15/contents>