

POLICY ON INSTITUTIONAL POLICIES

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Table of Contents

1. POLICY PURPOSE	3
2. POLICY SCOPE.....	3
3. TERMINOLOGY	3
4. POLICY DEVELOPMENT AND REVISION.....	3
5. POLICY APPROVAL PROCESS: ACADEMIC POLICIES.....	3
6. POLICY APPROVAL PROCESS: ADMINISTRATIVE POLICIES	4
7. REVIEW OF POLICIES.....	4
8. POLICY TEMPLATE.....	4
9. POLICY MANAGEMENT	4
10. POLICY APPROVAL.....	4

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1. POLICY PURPOSE

This policy outlines all institutional policies' development, approval, implementation, and maintenance.

2. POLICY SCOPE

This policy applies to the development, approval, implementation, maintenance and review of all institutional policies at iQ Academy.

3. TERMINOLOGY

The following terminology is defined:

- Policy: A formally approved document that sets out institutional principles, rules, and governance requirements to guide decision-making and operations.
- Policy Template: A standardised document format for creating and revising institutional policies to ensure consistency in structure, content and presentation across all departments.
- Policy Review Schedule: A structured timeline maintained by the Office Manager to ensure that all institution policies are viewed periodically.
- Policy Review Task Team: A designated group responsible for reviewing and providing feedback on policies before their final approval, ensuring that they meet institutional standards and address operational or strategic needs.

4. POLICY DEVELOPMENT AND REVISION

All institutional policies must be developed in accordance with iQ Academy's Policy Template. The development and revision process must include consultations with relevant stakeholders to ensure alignment with institutional and departmental processes. This approach ensures that any new policy or policy revision considers its impact across the institution.

5. POLICY APPROVAL PROCESS: ACADEMIC POLICIES

The Faculty Management Committee will manage approval for academic policies, with input from relevant academic leadership as necessary.

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6. POLICY APPROVAL PROCESS: ADMINISTRATIVE POLICIES

Approval of administrative policies will involve collaboration between department heads and institutional leadership to ensure policies meet operational and strategic needs.

7. REVIEW OF POLICIES

The Office Manager maintains a Policy Review Schedule to ensure timely policy reviews. Policies will be reviewed annually for upload to the Higher Education Quality Council Institutional Profile or more frequently as needed. Each time a policy is revised or when operational changes impact policy implementation, institutional and departmental procedures, standards, and guidelines should be reassessed for alignment.

8. POLICY TEMPLATE

All policies at iQ Academy will use a standardised template to ensure consistency in the format and structure across institutional documents.

9. POLICY MANAGEMENT

The Office Manager oversees the storage and management of all institutional policies. Each department head is responsible for championing policies relevant to their department, ensuring effective implementation and adherence.

Academic policies are on the Academic Programme Management (APM) SharePoint site. Only the latest version of a policy is saved in this location. Access is limited and controlled by the Office Manager and IT. When a policy is due for review, it is checked out on the APM system, track changes are activated, and this policy version is stored in a specific folder. The final version of the policy is placed back on the APM. A policy copy is then made available to the Compliance Manager to update the HEQC Institutional Profile.

10. POLICY APPROVAL

Policies are submitted to the Policy Review Task Team for review before final approval, following iQ Academy's established approval process.