**Guide to writing policy documents**

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| **TEMPLATE SECTION** | GUIDANCE NOTES for how to complete the Policy Document Template. |
| **Title** | *Classify the policy document title. Is it a policy, procedure or, guide?**Indicate if you are not sure and the Policies Committee will confirm.**The title should be brief and clear.**For ease of reference in the Policy Library use the name of the policy first e.g. Dogs on Campus – not Policy on Dogs.* |
| **Approval Date** | *Policies Project Manager (PPM) enters the date of formal approval (day/month/year).* |
| **To be read in conjunction with**  | *List other relevant documents and attach hyperlinks.* *Do not include documents that are not useful or easy to access.* *Note that Compliance documents e.g. legislation, regulations etc. are in a separate section below.*  |
| **New Review date** | *PPM enters date two years from date of approval as day/ month/year.* |
| **Section** | *PPM will confirm the area responsible for overseeing the policy document.* |
| **Policy Owner** | *Kaimahi role or Team with responsibility for developing and overseeing the policy document.*  |
| **Pastoral Care Code (PCC)** | *PPM selects the relevant PCC outcome from the dropdown list.* *If the PCC does not apply to the policy document, n/a will be selected.* |
| **Compliance**  | *List relevant legislation / statutes / regulations etc. with hyperlinks.* |
| **Office Use Only** *PPM administers this section and will provide advice on consultation, list other operational roles involved in drafting, and provide list of key stakeholders.* |
| **Consultation Required**  | Yes / No (if applicable) for four (4) weeks) via Tūhono or managed by People and Culture if Responsible Owners *(highlight)*Who else is drafting/reviewing this policy document with the Policy Owner (PO)?List Key Stakeholders to be consulted: |
| **OPSA Consultation**  | Yes / No *(highlight)*DateLink to feedback |
| **Communication Strategy/Socialisation** | Yes / No *(highlight)*Who will manage?ORis Policies Committee Notification Update sufficient? Yes / No *(highlight)* |
| **Definitions**  | *List definitions used within the policy document.* *Ensure citation is included (if applicable).*Examples.**Openness Agreement** - ANZCCART’s Openness Agreement on Animal Research and Teaching promotes transparency and accountability in animal use. As a signatory, Otago Polytechnic is committed to open communication, regulatory compliance, and applying the Three Rs. Refer to [Otago Polytechnic’s Animal Use in Research and Teaching](https://www.op.ac.nz/about/sustainability/animal-use-in-research-and-teaching#:~:text=We%20encourage%20and%20ensure%20animal,research%20or%20events%20on%20campus.) for more details.**Orientation:** is concerned with familiarising ākonga, both on-campus and distance, with their new learning environment and involves meeting people (face-to-face or online) and communicating helpful information such as where essential services and online resources are located. **Induction:** incorporates orientation but is concerned with preparing ākonga to cope with learning at a tertiary level and ensuring that ākonga have the skills and knowledge to be successful in their chosen programme of study/course(s).*For a list of standard terms, please refer to* [*Policies Policy, Definitions*](https://online.op.ac.nz/about-us/governance-and-management/policy-library/policies-policy).  |
| **Terminology**  | *Define any specific terminology/technical language used within the policy document.* |
| **Policy / Procedure /****Guide** | * *Divide this section into relevant headings to signpost the reader through the document in a logical and straightforward fashion.*
* *The PPM will review the numbering and format the document before placing on the Policy Library.*
* *Identify where other sections/clauses are referred to. The PPM will ensure the numbering is correct when referring to other paragraphs.*

* *Always spell out terms when first used in the document, with the commonly accepted acronym in parenthesis. Use the acronym thereafter.*
* *Use terms consistently.*
* *Use the phrase “refer to …….” to point the reader to another section/document.*
* *Use clear, concise and unambiguous language.*
* *Draft what needs to be said with the minimum amount of text.*
* *Apply Plain English principles e.g. use active voice, use verbs instead nouns where applicable e.g. “consider…’, instead of “the consideration of…”, remove unnecessary words.*
* *Do not use jargon.*
* *Check words in te reo Māori have the correct spelling and macrons*

* *Do not use apostrophes or English grammar conventions when including te reo words or phrases within a sentence e.g. ākonga’s, the ākonga.*
* *Use Kāi Tahu dialect where appropriate. Consult with PPM/KTO.*
* *Run a spelling and grammar check and proofread before submitting.*
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| **References** | *List the internal policies, procedures, guides or documents related to or mentioned in the policy document.* |
| **Appendix** | *This could include Standard Operating Procedures (SOPs), flowcharts, or similar.**Add name of Appendix and number and add the hyperlink to document.*  |
| **Draft Completed** | *Send draft policy document to Policies Committee for review email* *policies@op.ac.nz* |

* Link to [Policies Policy](https://online.op.ac.nz/about-us/governance-and-management/policy-library/policies-policy) Process Flowchart:

For further information email policies@op.ac.nz