**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)*  Date  Link to feedback |
| **Communication Strategy/Socialisation** | Yes / No *(highlight)*  Who will manage?  OR  is 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.* |
| **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*](mailto: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](mailto:policies@op.ac.nz)