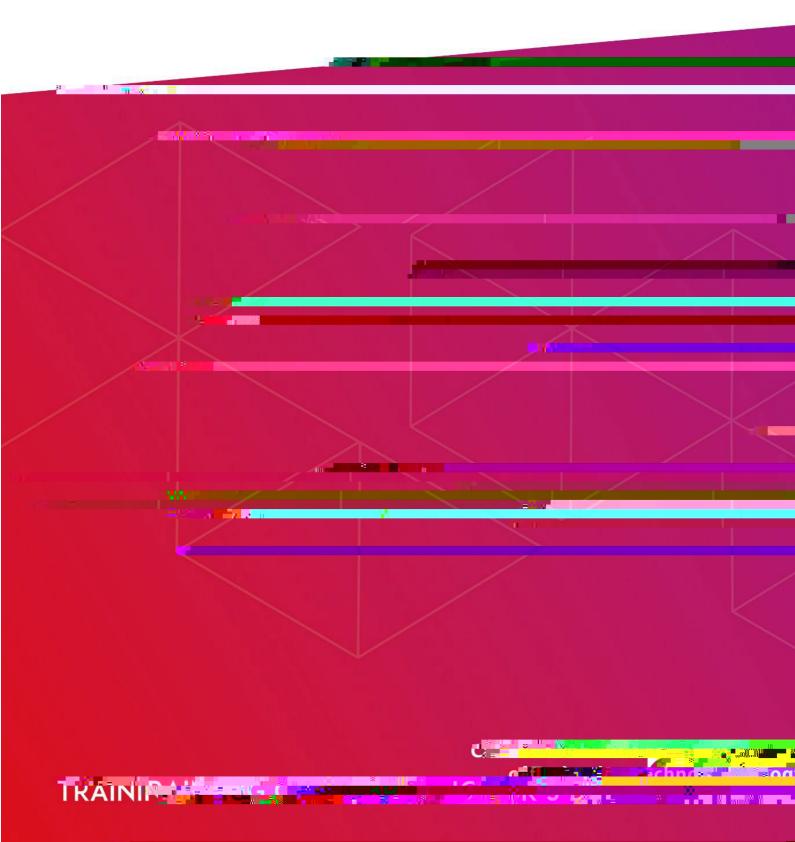# CIT Policy Development Procedures

policy does not exist or there are specific CIT matters not covered by an existing ACT Government policy.

x If it would be appropriate or possible tonotto

10.3 Policy Title

The name of the policy should include the key word as the first word wherever possible i.e. such as Fees Policy, Assessment Policy etc. This will ensure easy identification through the A-Z list and will also assist when searching for a policy. CIT should not be used in the policy title.

10.4 Purpose

This is a short statement of what CIT is achieving by having this policy and should be clear and specific. It will take the form of 'To ensure students have…' or 'To enable staff to…' or 'To identify …'. It suggests that there is an issue or problem which this policy resolves.

10.5 Scope

This is a short, clear statement which defines the field of operation of the policy and who it affects.

DOCUMENT CONTROL

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Revision

The Guide should be reviewed at least every three years. Version one of this document was prepared as part of the Policy Innovation Project conducted in 2016 and was endorsed by the Executive Management Committee in April 2016. It replaced the Policy Lifecycle Policy.

Version	Reason	Date	Responsible officer
1	Initial Draft	April 2016	Grace Concannon
2	Review	October 2019	Grace Concannon
3	Review	November 2022	Daniel Riley
4	Review	April 2024	Bree Slater

Review and Authorisation

The Guide is endorsed by the Executive Director Corporate Services.

Meghan Oldfield
Executive Director Corporate Services
November 2022