

# HOW THE INSTITUTE DEVELOPS ITS POLICIES

## PRINCIPLES

The Institute is committed to a policy development process that:

- is transparent
- involves the members of the Quality Teaching Council, teachers and stakeholders
- utilises expertise and research where available
- helps achieve shared ownership and commitment through consultation with key stakeholders and teachers
- produces policy that supports quality teaching.

## PROCESS FOR DEVELOPMENT OF POLICY

The process for policy development will include the following stages:

### 1. A scoping paper

A scoping of the required policy should be developed articulating the purpose, background, issues, principles, process and timelines. The Scoping Paper is to be considered and endorsed by the Quality Teaching Council.

### 2. A workshop

A draft policy should be developed based on the scoping paper as a basis for workshoping involving members of the Quality Teaching Council and nominated teachers and experts.

### 3. A revised draft for consultation

A revised draft is to be produced for initial consultation.

### 4. Report to the Quality Teaching Council

The report of the consultation is presented to Council. A revised draft is to be produced taking account of issues raised in the Council's discussions.

### 5. Consultation on revised draft

The revised draft should be distributed for consultation.

## **6. Endorsement of policy**

A report of the consultation to the Quality Teaching Council and a revised draft presented to the Quality Teaching Council for their consideration and endorsement.

Depending on the nature of the policy, a truncated or lengthened process may be utilised with the agreement of the Quality Teaching Council. Some stages may be implemented out of session with the agreement of the Quality Teaching Council.