Global Banking School
+44 (0) 207 539 3548

info@globalbanking.ac.uk

www.globalbanking.ac.uk

891 Greenford Road, London

UB6 0HE

GBS Policy Development, Approval, Review, Publication and Communication Policy

©2022 Global Banking School

Version Control

Document title	GBS Policy Development, Approval, Review, Publication and Communication Policy
Oversight Committee	Executive Board
Policy lead (Staff member accountable)	ASQO Director
Approved by	Executive Board
Approval date	August 2021
Date effective from	August 2021
Date of next review	August 2025
Version	2.0

Related GBS policies
- Data Protection Policy   - Freedom of Information Policy   - GBS Terms and Conditions   - Communications Policy
External Reference Points
1. Information Commissioner's Office, Accessed online at: https://ico.org.uk/2.UK Public General Acts, Data Protection Act 2018, Accessed online at: https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted

Contents

Global Banking School Policy Development, Approval, Review, Publication and Communication Policy

1. Scope

1.1. This policy applies to all GBS regulations, manuals, policies, procedures and other related documents.

2. Aim

2.1. The purpose of this document is to ensure that GBS has consistent standards for the development, approval, publication and communication of GBS policy documents.

3. Definitions

Academic Regulations:	A set of specific rules and principles which govern the academic quality and standards of GBS awards. The Academic Board has ultimate responsibility for approving regulations.
Manual:	A reference document which provides detailed information about the operation and management of a business activity
Policy:	A formal statement that contains key principles and the overall approach to the management of a specific activity.
Guidance Document:	A guidance document provides additional detail on process and procedure to support the operation of the policy in practice.
Approving Authority:	The Executive Board or the Academic Board.
Overseeing Committee	The Committee that takes ownership of the development, monitoring and review of the policy, providing initial approval and making onward recommendation to the Approving Authority. In some cases, the Approving Authority may also be the Overseeing Committee.

Policy Lead:	A senior member of staff, designated to be responsible and accountable for the drafting, development, implementation, maintenance, and review of one or more GBS policies.
Academic Standards and Quality Office:	The department responsible for the implementation of this policy and the management of the policy directory.

4. Timescales for review and updating of existing policy

4.1. All policies and associated guidance will be reviewed periodically. Typically, reviews will take place every three years, or earlier at the discretion of the Overseeing Committee or if requested by the Approving Authority, depending on changes to internal needs and an evolving external environment.

5. Ownership

5.1. A database of all policies can be found in the Academic Standards and Quality SharePoint folder and includes details on the policy owner, date for review, version, and approving authority.

5.2. The directory is owned and monitored by the Academic Standards and Quality Office.

6. Development of new policy

6.1. A new policy can be proposed by any committee or group. Once the need for a new policy has been identified, the Academic Standards and Quality Office shall be informed, normally via a provisional Policy Lead

6.2. The Academic Standards and Quality Office will identify the most suitable Overseeing Committee, confirm the Policy Lead and provide them with the policy cover sheet.

6.3. New policies will be drafted by Policy Leads with appropriate stakeholder consultation. This would normally be captured through the governance framework. The Academic Standards and Quality Office will support Policy Leads in the preparation of new policies.

7. Existing policy review and update

7.1. At its first meeting of the academic year, each Committee will consider the review schedule for those policies it oversees and confirm which are due for review in the coming year, either because 3 years will have elapsed since previous review, or if review is to be brought forward in response to internal need or an evolving external environment.

7.2. The Policy Lead is responsible for the review and update of the policy, within the timescale set by the Owning committee.

7.3. The schedule of review is available in the policy directory. It is recognised that some updates may need to take place outside this schedule.

8. Creating Accessible Content

8.1. The policy document should ensure that it is readable for everyone. The principles to ensure that the content is accessible can be found below in Annex 1.

9. Minor updates

    9.1. These include but are not limited to:

- Changes is committee names and role titles
- Updates to the dates indicated within examples and guidance notes
- Changes of logo or document layout

    9.2. Minor updates will be managed by the Academic Standards and Quality Office and do not need to be approved by the Overseeing Committee and Approving Authority. Minor updates will be noted in the policy directory.

10. Major updates

    10.1.   Any change that does not meet the definition of a minor change will be considered a major update. Major updates will require stakeholder consultation. This would normally be captured through the governance framework.

    10.2.   All major amendments must be submitted to and initially approved by the Overseeing Committee for onward recommendation to the Approving Authority.

11. Implementation and Communication

    11.1.   Following approval, the Academic Standards and Quality Office will upload the policy to GBS SharePoint site, the VLE (Moodle) and where required, the website.

    11.2.   Policy Leads shall be responsible for the communication and implementation of approved policies within their purview to ensure that all relevant stakeholders are informed of the policy and any supporting documentation.

    11.3.   The Academic Standards and Quality Office shall be responsible for the updating of the policy directory.

Annex 1: Creating Accessible Content

Structure and Layout

    1.1. Use the in-built Styles feature (Normal, Heading 1, Heading 2 etc.) in Microsoft Word to create a logical structure.

    1.2. Use a Table of Contents based on the headings.

    1.3. Add Page Numbering and put these in the same place on each page.

    1.4. Bulleted and numbered lists to help break up text to make it more visual.

Alignment and Spacing

    2.1. Use Left alignment rather than Justified text. This ensures the spacing between words is even.

    2.2. Use of double of 1.5 spacing between lines and leave at least one-line spaces between paragraphs.

    2.3. Use the Paragraph Formatting feature to create a space below and between paragraphs.

Fonts and Formatting

    3.1. It is recommended to use Font size 12 and certainly not smaller than size 11.

    3.2. Choose a 'sans serif' font, which is easier for most people to read. These include:

- Arial (not Arial Narrow)
- Verdana
- Calibri
- Universe
- Helvetica

    3.3. Use Bold to emphasise items and avoid italics and underlining.

Use of Colour

    4.1. Ensure there is sufficient contrast between the font colour and the background colour. For example, black font on a pale background is a good contrast

    4.2. Backgrounds should always be plain.

    4.3. Do not use colour or spatial position as the ONLY way to convey content or meaning.

Hyperlinks

    5.1. Use descriptive words for hyperlinks rather than displaying the web address or a generic 'Click here' or similar.

Writing style and Content

    6.1. It is generally desirable to use the following writing style but will be subject to your audience:

- Use the active not passive voice.
- Keep sentences and paragraphs short.
- Avoid double negatives.
- Avoid abbreviations and provide the expanded form at least once at the beginning of the document.

- Use images to support text.