

MITP60: Policy Development and Revision – Student Information

Purpose of This Policy

This policy ensures all Institute policies are regularly reviewed, updated, and aligned with regulatory requirements. Policies reflect current standards, support continuous improvement, and are communicated effectively to all stakeholders.

What This Means for You

Institute policies that affect you are reviewed regularly to ensure they remain current, compliant, and effective. When policies change, you are notified through appropriate channels. All policies are accessible and maintained with proper version control.

Policy Development: New policies developed to address regulatory, compliance, or Institute needs identified through committees or continuous improvement processes

Stakeholder Consultation: Relevant staff, students, and industry representatives consulted to ensure policies are fit for purpose and address key needs

Review Schedule: Policies reviewed at regular intervals based on content nature. Most policies reviewed every 3 years unless changes required sooner

Compliance Checks: All policies checked for compliance with legislation, regulations, and Standards for RTOs 2025 before approval

Committee Approval: Policies developed by responsible committees and approved by Executive Leadership Team before implementation

Communication: Policy changes communicated to staff via email, briefing sessions, and training where necessary for effective implementation

Key Information

Version Control: All policies maintain proper version control with previous versions archived but accessible for transparency

Emergency Changes: Urgent policy changes for immediate compliance or risk issues can use expedited approval process with full review conducted later

Continuous Improvement: Feedback on policies collected from staff, students, and industry partners to inform continuous improvement and future revisions

Need More Information?

Contact: Head of Compliance, 1300 244 002, compliance@menzies.vic.edu.au

Policy Version: Current / Last Updated: 2025 / Next Review: 2026-2028

This is a summary for students. For the complete policy, visit our website or contact Student Services