

Policy Development

Based on SAQA's Unit Standard 252037, NQF Level 5, 6 Credits | 4 OPISA CPD Points

Introduction

Managing a department without the required policies in place can be a challenge. With the practical skills to develop policies for your department, you can ensure that your department will run effectively, be clear on deliverables and link to the strategic imperatives set by the organisation. This is a two-day course designed for management who require the skills to develop policies for their departments and to be in a position to measure the policy implementation.

You will learn how to determine when you need a policy, how to develop one and apply it within your department. For any policy implementation, there needs to be a review process and most importantly, the policy needs to be measured for effectiveness through an evaluation mechanism.

Course Objectives

- Understand the role and need for policy development within the organisation and department
- Handle policy debate, development and updates in a changing environment effectively
- Link organisational strategy to policy development in departments
- Achieve an overview of what should be included in any policy and the importance of evaluating the policy
- Confidently determine the various role players involved in the policy directly
- Include review mechanisms and checklists for updates to policies
- Determine available resources for policy development and show application

Course Outline

Defining Policy

- Understanding what a policy is and how it differs from a procedure
- Recognising the need for policy development
- Identifying the criteria for a workable policy
- Considering what a policy should look like
- Overcoming policy challenges in a changing environment

Writing policies: the steps that need to be taken

- Identifying the 'big picture' in planning policy development
- Understanding the consultative process
- Demonstrating review mechanisms
- Determining responsibility for policy

Determining the table of contents

- Understanding the overview
- Determining the service delivery process
- Understanding the role of human resources
- Identifying the role of the Board
- Formulating evaluation plans
- Including specific appendices

Identifying usable formats and templates

- Developing a mission statement
- Utilising philosophies, principles and values
- Forming goals and objectives
- Understanding the service delivery process
- Drafting an evaluation policy
- Providing a policy checklist