



WCCN Policy on the development of Policies

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Revision	

Developed by /Author	Chairperson	Position	Date	Recommended	Position	Date
Policy Task Team		Registrar Academia	2024/10/02		Director	11/10/2024

Approved by	Position	Signature	Date
College Council	Chairperson College Council		11/10/2024

All Change requests should be submitted to WCCN

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY

PREAMBLE

This policy is to be applied from adoption hereof.



1. SCOPE

This Policy supports the College in developing policies and applies to all staff and students of the (WCCN) Western Cape College of Nursing. This policy relates to all current and future WCCN Policies.

2. DEFINITIONS

CHE	Council of Higher Education
DHET	Department of Higher Education and Training
HEI	Higher Education Institution
SANC	South African Nursing Council
WCCN	Western Cape College of Nursing
WCG DoH & W	Western Cape Government Department of Health and Wellness

3. THE PURPOSE OF THIS POLICY

- Sets out procedures and processes on how to develop policy, as well as policy templates.
- This policy aims to regulate policy management processes in the WCCN.
- This policy further clarifies approaches to intra/inter departmental consultation (policy coordination) and external stakeholder consultations during policy management processes.
- This policy introduces mechanisms to monitor and evaluate all WCCN policies.
- This policy sets out the codification system of all WCCN Policies

4. LEGISLATION /POLICY FRAMEWORK

- The Constitution, Act 108 of 1996
- Public Service Act (1994 as amended by Act 30 of 2007)
- Public Management Act, 2014
- National Health Act 61 of 2003 as amended by National Health Amendment Act 12 of 2013
- Nursing Act 33 of 2005
- Higher Education Act 101 of 1997 (as amended)
- Public Finance Management Act (PFMA, 1999)
- Protection of Personal Information Act. (POPIA, 2013)
- Promotion of Access to Information Act (PAIA, No. 2 of 2000)
- Treasury Regulations
- National Policy Development Framework, 2020
- DHET Policy development guidelines, 2017

4. RELEVANT INSTITUTIONAL POLICIES & GUIDELINES

- Vision & Mission
- Department of Health Code of Conduct
- Quality Management Policy
- Academic Rules and Regulations Policy

5. INTRODUCTION

WCCN develops policies in line with the current (WCG DoH & W) Western Cape Government Department of Health and Wellness policies, (CHE) Council of Higher Education policies and regulations and (SANC) South African Nursing Council Acts and Regulations. teaching, learning and research (WCCN/2018/10).

6. POLICY GUIDING PRINCIPLES

- a) WCCN is an NEI and adheres to the guidelines provided by the CHE regarding the modes of delivery of programmes.
- b) WCCN is regulated by the SANC and adheres to the guidelines for accreditation and regulations concerning the programmes on offer.
- c) Learning and teaching approach is learner-centred and self-directed utilising a blended learning approach that will enable students to follow the programme/s in a flexible manner.
- d) Focus on quality by embracing evidence-based approaches that make innovative use of technology to promote excellence.

7. DEFINITIONS

Evaluations – are the systematic collection and objective analysis of evidence of public policies, programmes, projects, functions and organisations to assess issues such as relevance, performance (effectiveness and efficiency), value for money, impact and sustainability and recommend ways forward

Monitoring - involves continuous collecting, analysing and reporting data on inputs, activities, outputs, outcomes and impacts as well as external factors in a way that supports effective management. It aims to provide managers, decision makers and other stakeholders with regular feedback on progress in implementation, results and early indicators of problems that need to be corrected. Monitoring usually reports on actual performance against what was planned or expected.

Policy - can be defined as the organisation's stated position on internal or external issues. It provides the written basis for an organisation's operations and informs legislation, regulations and the organisation's governing document. A policy is typically based on a government's political priorities, usually contained in the governing party manifesto and part of its programme of action.

Policy development – is the activity of developing policy generally involves research, analysis, consultation and synthesis of information to produce recommendations. The end product of this process is a policy document reflecting on the policy issue to be addressed, procedures and mechanisms aimed at achieving the strategic thrust of the policy.

8. POLICY DEVELOPMENT PROCESS

The WCCN through its Academic Planning and Academic Governance or through audit visits by the CHE and accreditation visits from the SANC, or when there are changes in Departmental Policies and Legislative Framework may identify gaps in practices which might require policies and policy guidelines to be developed or reviewed.

- a) The identification of the gap will necessitate a desktop review of current policies and benchmarking against other (HEI's) Higher Education Institution.
- b) The setting of a draft policy will be delegated to the quality assurance team via the office of the Director.
- c) The first draft of the policy will be circulated to EXCO members for their input.
- d) The second draft will then be circulated for final input and also submitted to the WCG DoH legal department.
- e) The final draft copy will then be presented to College Council or in the event of academic policies to the Senate for their input.
- f) After all input is consolidated the final product will be tabled at Senate or Council for ratification
- g) Upon Ratification the policy will immediately be implemented through sharing with all staff members and uploading to the SharePoint and to be included in the list of Policies which is QR code accessible.

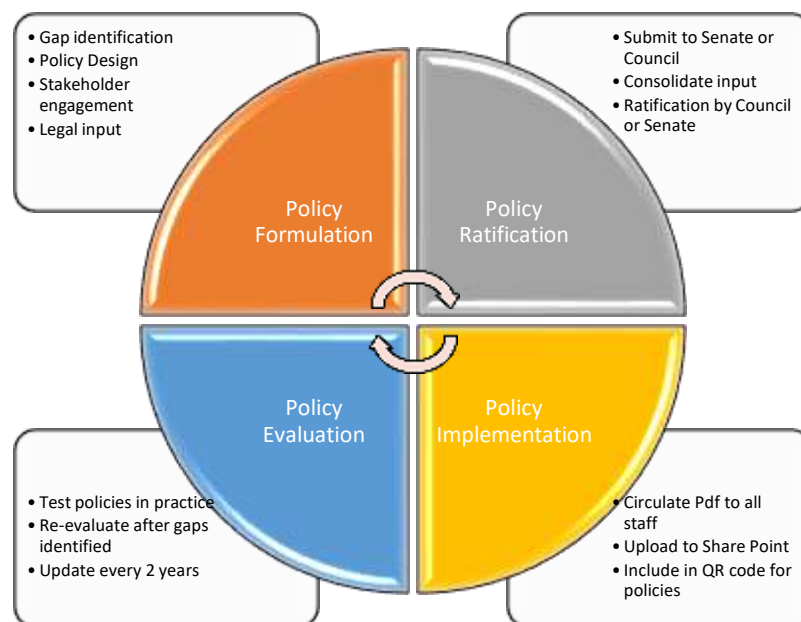


Fig 1 Policy formulation process

9. CODING OF POLICIES

All the WCCN policies are coded as follows

WCCN No of Policy, Title of Policy.

The document number of the policy will reflect the year and the number of the policy e.g.

WCCN/2024/54

9.1 Saving the policy

WCCN policies will be in word format until the final policy is signed off, thereafter the Word Policy will be converted to Pdf format. Staff will only have access to the Pdf format of policies. Policies are saved as WCCN No of Policy and Title of policy. E.g. WCCN No 15 Academic Rules and Regulations.

10. MONITORING AND EVALUATION OF POLICIES

This has to do with the appraisal of the policy content, its implementation and impact to determine the policy's value and effectiveness.

Policy evaluation will assist with the efficacy of the policy and will be determined when policies are implemented and challenged by events such as disciplinary action or appeals.

Policies will be evaluated every 2 years or after a gap has been identified in the policy. The necessary amendments will be made and the process in section 8 will be followed.

References

DHET Policy Development Guidelines. Available online.

<https://www.dhet.gov.za/Part%20E%20%20Guidelines/8.Policy%20Development%20Guideline%20for%20the%20Department%20of%20Higher%20Education%20and%20Training.pdf> [Accessed 2024/10/02]

National Policy Development Framework available online.

https://www.gov.za/sites/default/files/gcis_document/202101/national-policy-development-framework-2020.pdf [Accessed 2024/10/01]