

A24 Review of Policies

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1 Introduction

1.1 Purpose and Policy Statement

This document lays out the procedure for the review and update of the SAE Quality Manual for all UK-validated programmes.

1.2 Related Policies and Documents

This policy is written with reference to:

- SAE Quality Manual
- SAE Document Protocol

2 Scope

This document forms part of the SAE Quality Manual, which contains all academic and public-facing policies for any SAE campus delivering UK-validated degree programmes.

3 Policy

3.1 Version Control

Policies are controlled documents and must follow the SAE Document Protocol. In line with this protocol, policies are stored in the University Partnerships Standards and Quality Committee (UPSQC) online drive for drafting, review, and publication. Any controlled document ceases to be controlled once it is printed. Version control information should be included in the footer of policies, and in the file names.

Policies in the SAE Quality Manual are applicable to all UK-validated regions and campuses. A policy in the Quality Manual may be superseded by regional or national policy versions where there is a need to reference differences in operational matters, local regulations or legislation, or for other reasons in accordance with the authority to review and update (section 3.2).

3.2 Authority to Review and Update

The University Partnership Standards and Quality Committee (UPSQC) retains oversight of the SAE Quality Manual. SAE regional Academic Boards are required to conduct a review of

any new policies; regional Academic Boards must also review any changes to academic policies and procedures pertaining to their region.

Formal updates to policies may be actioned by the UPSQC. Regional Academic Boards or regional Deans may also action formal policy updates pertaining to their region. Updates are then subject to endorsement by both the UPSQC and relevant Academic Board(s). Updated policies will be provided to University partners for review prior to publication.

Updates to policies will be made by individuals or working groups nominated by the UPSQC (for policies applicable to all regions); or nominated by the regional Deans (for local policies).

Final approval for all policies within the Quality Manual should come from the regional General Manager(s) through their Executive Leadership Team (ELT) or equivalent, with notification to the Group Managing Director and any local Boards of Directors as relevant.

3.3 Presentation and Formatting

All policies should be named and formatted in line with the guidance in the SAE Document Protocol. Templates for policies will be approved by the UPSQC.

4 Policy History

Policy Created:	July 2021
Date of Last Revision:	July 2022
Approved by:	UPSQC, September 2022