

1.7.16 Nomenclature

Operating Policy and Procedures

1. **Policy**

To detail nomenclature used by NCPS for its senior management and senior approval bodies and to apply this most recent nomenclature to older NCPS policies and procedures so that they remain able to be implemented.

2. **Purpose**

NCPS has a large number of policies and procedures that deal with a range of operational and academic matters. Not all of these use the current nomenclature employed by NCPS to describe its senior management and/or higher approval bodies.

This situation does not make the older NCPS policies and procedures invalid. Rather, this Nomenclature policy provides the current and correct titles and positions for those NCPS employees identified by another/older title as being responsible for compliance with a policy. This ensures that these policies and procedures can be successfully implemented and/or used.

3 **Responsibility**

The Dean/Head of College is responsible for compliance with this policy.

4. **Guidelines**

This policy provides the latest nomenclature for NCPS's senior management and senior approval bodies and shows how this relates to and/or supersedes previous positions and bodies given in various policies and procedures.

At any time, some NCPS policies and procedures will need revising and/or updating to reflect the latest NCPS nomenclature for senior NCPS management positions and/or higher approval bodies. This situation arises because, from time to time, NCPS undergoes re-organisations and/or other changes that are not reflected immediately in, or by, NCPS's various policies and procedures.

This situation does not make the older NCPS policies and procedures invalid. Rather, this policy provides the current and correct nomenclature to ensure that these policies and procedures can be successfully implemented and/or used, particularly in relation to those people identified as being responsible for compliance with a policy or procedure.

5. **Procedures**

5.1 **Change of structure**

In March 2011, NCPS had a change of structure as a result of which a new position was created: Dean/Head of College. This position was a combination of the two roles in NCPS of senior academic (Dean of Studies) and senior manager (General Manager). Concurrently, a new position of Operations Manager (formerly Registrar) was created. The position of Manager of Study Programs (formerly Program Director) remained in place.

Old and new nomenclature

5.2 Some older NCPS policies and procedures contain some of the titles/positions mentioned below. The current title/position is given on the right hand side of the old or former title:

Old or former title	New title
• General Manager	Dean/Head of College
• General Manager (Public Safety)	Dean/Head of College
• Chief Executive Officer	Dean/Head of College
• College Director	Dean/Head of College
• Dean of Studies	Dean/Head of College

- Registrar
 - Higher Education Registrar
 - Head of Vocational Studies
 - VET Manager
- Program Director
 - Higher Education Program Director
- Marketing Coordinator
- Higher Education Board
- Course Advisory Panel
 - Higher Education Course Advisory Panel

Operations Manager
Operations Manager
Operations Manager
Operations Manager

Manager of Study Programs
Manager of Study Programs

Marketing Manager

Academic Council

Course Advisory Committee
Course Advisory Committee

5.3 Changing/updating an existing policy/procedure

Whenever an older policy or procedure that uses old titles and position is being used or implemented, the current title/position given in this Nomenclature policy should be employed in order to ensure that it is clear who the correct person responsible for compliance with the policy is.

6 Authority

Authorised by the Dean/Head of College

7 Approval

Approved by Academic Council

8 Amendments

Date	Modified by	Sections amended/added	Approved by Academic Council
09.08.11	Christopher Snedden	New policy	20/10/2011