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## ACD CAMPUS INTERNAL COMMUNICATION

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### Preamble

The Theology Campus is the site of number of entities whose goal is to work together to deliver high quality theological education. To achieve that goal efficiently, effective means of communication between the ACD and its students, staff and faculty are essential.

### Legislation/Standards

AQTF Standards for Registered Training Organisations  
Higher Education Support Act 2003 and Higher Education Provider Guidelines  
Training and Skills Development Act 2008

### Delegations

The ACD Board has delegated to the ACD Executive Officer the responsibility for ensuring that there is efficient and effective communication of ACD/ATCC policies and procedures between the entities on the Campus. The ACD Board has delegated to ACD college principals the responsibility for ensuring the efficient and effective communication procedures within their colleges.

### Approvals

This document was approved by the ACD Board/ACD President on 21 December 2004 and updated January 2011.

### Associated Documents

*ACD Handbook and Campus Orientation Manual*

### Provisions

1. This policy applies to all ACD, ATC and ATCC policy or procedures documents, information manuals, notices or other forms of information that require circulation.
2. All students enrolling for the first time in a course of study offered on the Theology Campus will be invited to an orientation session at which faculty and staff will introduce them to:
  - The ACD, Flinders Department of Theology and the Campus
  - ACD and ATC colleges
  - Campus Faculty and staff
  - Student related policies and procedures
  - Using the Library
  - Timetables
  - Safety and security issues
3. All newly appointed staff and Faculty will attend an orientation session at which a briefing on the following will be provided:
  - The ACD, Flinders Department of Theology and the Campus
  - The ACD and ATC colleges
  - Campus Faculty and staff
  - ACD and ATCC policies and procedures
  - Safety and security issues
4. ACD Version Control Procedures will be followed by the ACD, ATC and ATCC. ACD colleges will provide the ACD Executive Officer with evidence of appropriate version control procedures.
5. The *Handbooks* and *Campus Orientation Manual* will be published annually containing up to date information for students, staff and faculty and relevant policy and procedures documents. Student related policies will be published on the ACD website for ACD students and Flinders website for Flinders students.
6. The relevant *Handbook* and *Orientation Manual* will be given to all students enrolling for the first time and to all new staff or faculty. The Handbook Manual will be available from the Campus Office.
7. Revised ACD policies will be notified by email to ACD faculty and staff once published on the website.
8. Urgent notices will be circulated via:
  - Notices to students in lectures
  - Faculty and staff e-mail network
  - Notice boards in the ACD office, the Library, and Student/Staff Common Rooms.
  - ACD website.