



Business & Computing Examinations (BCE) LONDON (UK)

BCE Policy Review Plan

Principle 1: Policy development follows a designated process with specific sequential phases that must be followed under the direction of the CEO.

Principle 2: The resources required to complete each phase of the policy development process will vary depending on:

- pre-existing consensus;
- impact on the organisation;
- urgency of need; and
- relative priorities.

Principle 3: The described responsibility for policy and implementation should be followed throughout the policy implementation period.

General Process for BCE Policy Development

1. **Planning.** With stakeholder input, reviews and BCE office plan initiatives.
2. **Initiation.** The CEO begins a policy development initiative by identifying problems, stakeholder queries and issues.
3. **Elaboration.** The CEO, Programme Development Manager and Office Manager consider the issues and analyse recommendations.
4. **Drafting.** Documents are drafted by CEO in consultation with Board of Advisors
5. **Endorsement.** Documents are reviewed and endorsed for issuance by the appropriate functional unit.
6. **Rollout.** CEO and Line Managers collaborate to deploy a practical implementation.
7. **Communications.** CEO and Line Managers encourage widespread implementation.
8. **Revision.** Functional unit responsible persons and stakeholders provide feedback to the CEO to guide periodic review.

Policy Development Practices

The following practices are used when conducting the policy development process.

1. **Communication.** Communication of all BCE policy developments will occur at multiple stages during the development process. Policy forums and trainings will be conducted by the CEO to discuss policy development with personnel. To promote transparency and obtain input, functional units will have an input at regular intervals during policy development.

2. **Participation.** The CEO encourages active participation from personnel during the development stages.
3. **Vetting.** The CEO also engages stakeholders during the policy development process for policy development that originates outside BCE internal operations.
4. **Awareness and Training.** Official BCE policies will be published with appropriate guidelines for user and producer implementation.

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Policy No.:	Title	Review Reasons / Supporting Documents	Responsibility for policy	Responsibility for implementation	Date of approval

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