

POLICY:	CHANGE MANAGEMENT
NVR Ref:	Standard 2
MCC Ref:	MCC-3-C 1
Introduction	<p>Consideration of issues that may lead to workplace change will be discussed with all staff members of MCC who are liable to be directly affected prior to a final decision being taken to proceed with any such changes. If the change is the result of a change to laws or regulations, all staff will be made aware of the changes as soon as they occur (eg: the transition to ASQA).</p>
Aim	<p>The Institute is committed to seek and consider the views of relevant staff whenever change is proposed and prior to the implementation of any such change.</p> <p>Workplace change can be defined as any change that has an impact on the way work is performed.</p> <p>The effects of such changes may include a change in:</p> <ul style="list-style-type: none"> • The composition of the workforce • The classification of positions • The skills required for the organisation to operate successfully • Updating or implementing internal policies or regulatory change
Responsibility	<p>The CEO has overall responsibility for ensuring appropriate consultative processes are followed, but it is also the responsibility of all staff members to keep the CEO informed of any proposed significant change prior to its implementation.</p>
Implementation	<p>Discussions will be held with staff as soon as the possibility of the need for change becomes apparent to the CEO, or when the CEO is notified of such by a staff member.</p>

PROCEDURE:	CHANGE MANAGEMENT
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Action/Method	<p>The CEO will call a meeting of all relevant staff to inform them of the proposed changes. This meeting will outline the extent and nature of the change, the reasons for making the change, the aim of the proposed change and a timeframe for change.</p> <p>It is critical that management recognise that for all staff members there will be varying degrees of apprehension and stress related to the uncertainty that significant changes can bring. It is vitally important for the success of the implementation of change that uncertainty and staff member's reactions to it are managed as part of the change process. Informing staff of the proposed changes and providing opportunities for staff to participate in the change process are positive steps to alleviate some of the potentially negative reactions to change.</p> <p>A document summarising the details of the proposed change should be distributed after the meeting to allow staff the opportunity to review the material on their own (Action document from staff meeting).</p> <p>At the meeting, staff should be encouraged to make appointments with the CEO should they wish to discuss their concerns on a one on one basis.</p> <p>Carrying out change with such an approach provides a number of benefits:</p> <ul style="list-style-type: none"> • Provides for effective participation in the process • Harnesses staff expertise and energy • Increases staff commitment • Ensures that everyone gets the same message and vision • Improves morale • Ensures that problems can be identified and dealt with • Facilitates two-way communication • Increases the possibility of smooth transition • Allows for the introduction of change with a minimum of disruption • Provides an opportunity to inform/educate staff • Reduces the stress related to change

VERSION CONTROL**Review/ amendment history****Policy Approved by:** Chief Executive Officer**Responsible Officer:** Chief Executive Officer**Next Policy Review Date:** July 2018

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	July 2015	No material change
4.0	July 2016	No material change
5.0	June 2017	No material change