This document is intended to provide guidance in the development of Department of Education school based operational policies which do not need cabinet approval. The model below is just one of many models which can be used to develop policy.

1. Create a working draft of Scope and Mandate document
- Framework for the policy project
- Include a project timeline see attached

2. Identify Issue
- Identify the primary policy issues and related secondary issues
  - Primary issues are issues which need to be resolved first before any others issues can be resolved
  - Secondary issues are issues which are dependent on the decisions made regarding the primary issues

3. Identify Values and Guiding Principles
- Values describe how the Department operates or intends how to operate
- Guiding Principles describe what the value means in relation to the policy initiative
- The Department of Education's values and principles are embedded in the *Education Act* and in other departmental policies

4. Consider the Purpose or Goal of the Policy
- Think about what the expected outcomes and intended achievements
- Think about the purpose or goal of the policy initiative

5. Environmental Scan
- Consider how the issue was identified – i.e. is it cabinet direction, a platform commitment, out of consultation, brought forward by school councils, a school etc.
  - Considering who brought it forward will also help determine the priority and possible options i.e. a platform commitment is the recommended option
- Do a file review, if a file exists analyzing briefing notes, Hansard, media coverage, discussion papers, correspondence, casework and stakeholder recommendations
- If a file does not exist, create one to include existing briefing notes, Hansard, media coverage, discussion papers, correspondence, casework and stakeholder recommendations

6. Research
- Determine if there are time, financial and political constraints
- Determine if there are operation constraints
  - What information is available on operational procedures (email survey, phone survey)
  - Are there operational factors (current way of doing things) which may have an impact on the policy initiative
- Determine if there are obligations, provisions, restrictions, duplications and/or contradictions mandated in legislation, policy or land claims
- Determine the stakeholders and whether or not consultation is required
- Determine if there are gaps which need to be or could be filled
- Determine if there are other departments involved
- Determine what are the other jurisdictions doing
- Determine if there is any common law or tribunal decisions affecting this policy issue

7. Develop options or draft policy
- Review all the of the information generated from the environmental scan and research
- Identify interests of stakeholders
- Determine the most appropriate policy instrument or most appropriate language in a draft policy to meet interest

8. Stakeholder Consultation or Review
- Department of Education – relevant branch
- Education Management Committee
- Policy Overview Committee
- Deputy Minister

9. Evaluation
- Define goals
- Specify success indicators

10. Implementation and Communication Strategy
- Identify tasks, timelines and milestones
- Develop an implementation plan
- Develop a communication plan

11. Implement and Evaluate

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