

COMMUNICATIONS POLICY



OFFICE OF TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

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SCOPE

This policy guides the internal and external communications of the Office of Tasmanian Assessment, Standards and Certification (TASC) in fulfilling its functions as legislated within the [Tasmanian Assessment, Standards and Certification Act 2003](#) (*the Act*) and in accordance with other legislation. This policy aligns with the [Tasmanian Government Communications Policy](#).

PURPOSE

The purpose of this policy is to outline the principles that underpin TASC's internal and external communications. Effective communication is essential to ensure TASC fulfils its legislative responsibilities and that all stakeholders are fully informed.

POLICY STATEMENT

This communications policy aligns with Goals 2 and 3 of TASC's *Strategic Plan 2017–2022* to participate in, and influence changing culture about the value of education for all Tasmanians and to be competitive in a cutting edge educational environment.

TASC is committed to:

- ensuring all communication is open, consultative and collaborative
- using effective communication to ensure all stakeholders can easily access and understand information relevant to their needs
- ensuring all communications with stakeholders are made in a timely manner

TASC has a central role in senior secondary education in Tasmania with responsibility for course accreditation, assessment and certification. Information relating to these matters must be easily accessible and communicated clearly to all stakeholders.

Effective communication between TASC and schools, students, parents and the wider community is essential. TASC engages proactively with stakeholders and advisory groups to inform its services, processes and future innovations.

In order to deliver on its legislated responsibilities, TASC works collaboratively with a number of key stakeholders including the Department of Education, Catholic Education Tasmania, Independent Schools Tasmania and the University of Tasmania.

TASC is accountable to ensure that internal communications within the Office are managed efficiently, effectively and uphold high standards. Maintaining internal communication is a shared responsibility of all staff. Open communication and collaboration are encouraged, processes are clearly documented and progress on key initiatives is shared.

RESPONSIBILITIES

TASC stakeholders are required to fulfil their duties and obligations as outlined below.

The Office of TASC	<p>The Executive Officer, TASC</p> <ul style="list-style-type: none"> • ensures this policy and associated procedures are adhered to • has responsibility for the risk management of this policy and associated procedures <p>The Office of TASC</p> <ul style="list-style-type: none"> • communicates its instructions, policies and procedures clearly and concisely to all stakeholders • ensures information is easily accessible • consults and collaborates with stakeholders as required
School Principals	<ul style="list-style-type: none"> • ensure students, teachers and their school community are informed of TASC rules, policies and procedures • ensure data and information is provided to TASC in a timely manner

ASSOCIATED DOCUMENTS AND MATERIALS

This policy aligns with the [Tasmanian Government Communications Policy](#).

VERSION CONTROL

Authorised by:	Katrina Beams
Position of authorising person	Executive Officer, TASC
Date authorised	
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