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| <b>OTAGO POLYTECHNIC ACADEMIC POLICY</b> |  | <b>Number: AP0118.01</b>     |                                 |
| Title:                                   | <b>Organisational Coding Structures</b>            |                              |                                 |
| ITPNZ Std:                               | <b>1 Institutional Academic Quality Management</b> |                              |                                 |
| Academic Board Approval                  | Ac Bd Paper No <b>A104/07</b>                      | Ac Bd Date: <b>18 Jul 07</b> | Effective Date <b>18 Jul 07</b> |
| Previous Policy No                       | <b>n/a</b>   | Review Date:                 | <b>as required</b>              |
| Contact Authority:                       | <b>Director: Learning Environment</b>              |                              | Status: <b>Current</b>          |

### Purpose

To standardise the use of coding within Otago Polytechnic in order to achieve data integrity and data matching to meet compliance issues both internally and externally. This will be achieved by setting out the rules for users and code owners.

To assist in establishing coding standards that will enable systems integration and therefore efficient transfer of key information across a number of corporate systems. Increasing data efficiency and processing time within the institute.

To define common coding standards and practices that once in place will allow for direct access to information in terms of reporting across a number of Polytechnic data systems.

### Background

The original coding system within Otago Polytechnic developed from varied historical practices.

The Coding Structure Project group met during 2003/2004 and systematically and logically worked through a set of priorities to arrive at workable and robust coding structures which meet the needs of the Polytechnic.

Further work to review this policy, refine processes and update codes is being undertaken in 2007.

### Statutory Compliance

Tertiary Funding Information ([www.tec.govt.nz/Funding](http://www.tec.govt.nz/Funding))

### National Guidelines

### Policy and Procedures

1. This policy requires that all coding systems and usage complies with a standard/common structure across the Polytechnic. This coding policy overarches all policies, academic and management. Only codes approved under this policy will be recognised and used by Otago Polytechnic.
2. The coding structures must be consistent with external reporting requirements.
3. The coding structures must be consistent with any e-Government coding requirements.
4. The coding structures must be able to be integrated with the organisational structure and must be able to accommodate any changes to that structure.
5. Where any significant changes to any element of the coding structure are required that impact on codes across the organisation, it is the responsibility of the Chief Information Officer as the Code Owner across the Polytechnic to ensure that there is communication between the Code Owner and all Code Holders so that change is reflected across all systems/data.
6. Code Holders must be identified for each area of coding.



7. The Code Owner is responsible for completing and maintaining the data dictionary and for following an approved change management process (see Appendix 1 and Data Dictionary on Polybase).
8. The Code Owner is responsible for ensuring that all staff members are aware of the coding structures. Key users/user groups must be informed and receive training on the implementation of, and any changes to, coding structures.
9. The Code Owner will use the standard, clearly documented tracking system to record and map defined coding changes as detailed in the data dictionary.
10. The detail of Otago Polytechnic coding is set out in the Data Dictionary. The Data Dictionary defines the following;
  - Code Name
  - A description of the purpose of the code
  - Reason for code
  - Code format
  - Code owner
  - Code Holders level of delegation
  - Approval required for other changes
  - Defines the systems that use the code
  - Historical tracking of changes
11. The Data Dictionary is to be available on Polybase and contain links to current codes.
12. All approved codes are to be available to all staff on Polybase.
13. The Code Owner will meet with Code Holders regularly to review current codes and processes.

**Referral Documents**

Data Dictionary on Polybase – ISS Intranet  
Appendix 1: Coding Structures Change Process

**Delegation of Procedures**



**Process for Changes, Additions, Deletions, Amendments  
following decisions which impact on Coding Structures**

**Leadership Team** decisions which impact on changes to  
Coding Structures



Change and Effective Date notified to ISS  
By **Secretary of Leadership Team**



**ISS** to discuss with **Code Holders**  
and relevant **key users** (from Matrix of Codes)



**ISS** to finalise Codes and identify  
Implementation date(s)



Coding Structure Data Dictionary and documentation updated **by ISS**



**ISS** obtains approval from the appropriate  
**Senior Manager** from Leadership Team



**ISS** updates Central Files using version control



**ISS** notifies **key users** (from Matrix of Codes)



Polytechnic wide notification process  
(through monthly ISS newsletter)