



Communication Policy

Good communication underpins the effective work of our Institute. Wodonga Institute of TAFE encourages the use of effective communication in all forms of media, requiring Institute communication to be:

- constructive
- relevant (to your job and to the person/s the communication is directed to)
- succinct (brief and clear)
- in language and media appropriate to the intended audience
- consistent and compliant with acceptable community standards
- consistent and compliant with the intent of any relevant legislation
- consistent with other policies of this Institute
- respectful of other people and organisations
- focused on issues rather than focused on personalities
- inclusive (includes those who would be expected to require, or may have an interest in it)
- targeted (excludes those who would not be expected to require, or have an interest in it)
- secure and confidential (where required)
- mindful of privacy issues when developing and communicating information.

Michael O'Loughlin
CEO

10/02/2009