

Policy Development and Review Policy and Procedure

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Purpose

This policy sets out processes and identifies responsibilities for the development, implementation, review, and improvement of policies and their supporting documents within Australia Institute of Future Education (**AIFE**).

A framework of policies and associated documents is essential for ensuring all stakeholders understand AIFE's approach to its higher education operations and academic activities, and its obligations under the regulatory framework.

Scope

This policy applies to:

- All staff
- Members of AIFE's Governing Bodies, and
- All policies and their supporting documents.

Policy

Rationale

There is an expectation within the *Higher Education Standards Framework (Threshold Standards) 2021* (HESF) that providers have a policy framework. The following standards provide some examples of this expectation:

- Standard 1.1.1 | Admissions policies, requirements and procedures are documented.
- Standard 2.4.2 | There are policies and processes that deliver timely resolution of formal complaints and appeals against academic and administrative decisions without charge or at reasonable cost to students, and these are applied consistently, fairly and without reprisal.
- Standard 5.1.1 | There are processes for internal approval of the delivery of a course of study.
- Standard 5.2.1 | There are policies that promote and uphold the academic and research integrity of courses and units of study, research and research training activities, and institutional policies and procedures address misconduct and allegations of misconduct.
- Standard 6.2.1f | The provider is able to demonstrate, and the corporate governing body assures itself, that the provider is operating effectively and sustainably, including:... mechanisms for competent academic governance and leadership of higher education provision and other academic activities have been implemented and these are operating according to an institutional academic governance policy framework and are effective in maintaining the quality of higher education offered.

- Standard 6.3.2a | Academic oversight assures the quality of teaching, learning, research and research training effectively, including by... developing, monitoring and reviewing academic policies and their effectiveness.

There is also the expectation that AIFE will put in place policies and procedures that govern all aspects of provision by external entities, especially in relation to quality assurance and compliance with the HESF.

Therefore, it is necessary to establish a framework of policies and corresponding documents that is relevant and reflects current legislative and regulatory requirement. A policy framework is also an essential input in providing assurances to relevant stakeholders (internal and external) about the quality of activities carried out at AIFE.

This policy and procedure is designed to ensure policies and their corresponding documents are current and undergo review as part of a process of continuous improvement. A Policy Register supports the *Policy Development and Review Policy and Procedure*.

This can be modified, as required so it is fit for purpose for AIFE.

Principles

AIFE's policies will:

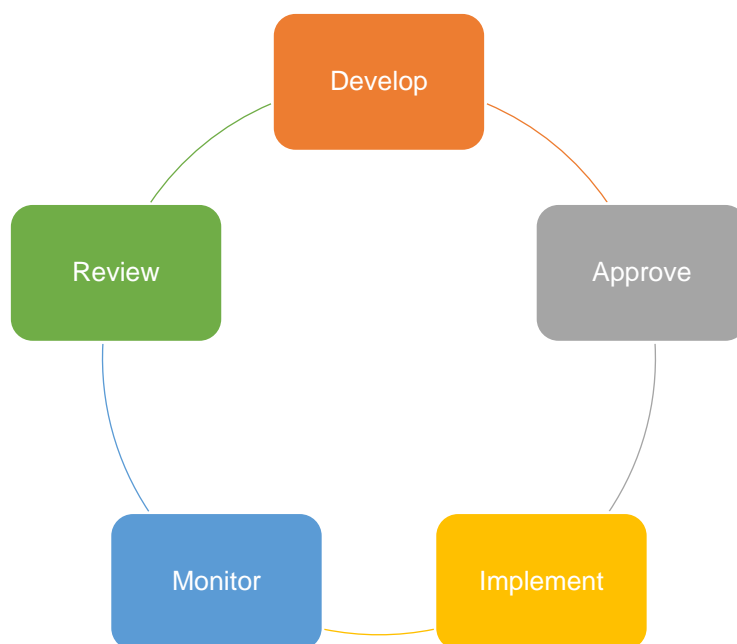
- Clearly identify responsibilities for policy management
- Have adequate coverage, and are current and relevant to AIFE's activities
- Be designed with the interests of students and staff in mind
- Reflect AIFE's strategic vision and mission, legislative and regulatory requirements and sector best practice
- Be readily and easily accessible to stakeholders
- Be developed using the approved template at Appendix 1 of this policy and procedure
- Be distributed to all staff who are responsible for understanding, complying with and implementing AIFE's policies, and
- Regularly reviewed for effectiveness and improved based on stakeholder feedback.

Procedure

Policy Cycle

AIFE's policies follow the cycle depicted in Figure 1 and elaborated on below.

Figure 1 | Policy Cycle



The following scenarios may result in a new policy or revisions to an existing policy:

- Changes to higher education legislative or regulatory requirements
- Changes to other legislation or regulatory requirements
- Changes to the external operating environment
- Changes to internal operating procedures
- Change of policy direction initiated within AIFE

Policies are to be developed by the relevant Governing Body or an individual nominated by the relevant Governing Body.

Develop

The following are to be considered when developing policies:

- Relevance to government policy, legislation and regulation
- Existing policy provisions, to avoid overlap and inconsistencies
- Relevant policies from other similar higher education providers
- Practicality of applying the policy, and
- Student or staff feedback.

Relevant stakeholders will be consulted during the policy development process.

Approve	<p>All non-academic policies must be approved by the Board of Directors and all academic policies must be approved by the Academic Board.</p> <p>If the Academic Board approves a policy, the Board of Directors must be notified of this.</p> <p>Approval of a policy must be:</p> <ul style="list-style-type: none"> • Formally recorded in the minutes of the relevant meeting of the Approval Body • Entered into a register and a Policy Owner assigned, who will be responsible for implementing the policy <p>The Approval Body may rescind a policy in response to any of the scenarios outlined in the 'Develop' phase.</p> <p>When a policy is rescinded, this will be recorded in the Policy Register and communicated to all stakeholders. The Policy Owner is responsible for archiving the policy and ensuring it is removed from AIFE's website.</p>
Implement	<p>The Policy Owner must ensure:</p> <ul style="list-style-type: none"> • Staff responsible for implementing the policy are appropriately trained • Impacted stakeholders are aware of and understand the policy requirements, • Ensure the policy is easily accessible by relevant stakeholders. <p>Students and staff will be familiarised with current policies and where to access them through staff induction or student orientation.</p> <p>The Policy Owner will ensure that all new or reviewed policies are published on the AIFE website as soon as practicable and that all relevant stakeholders are advised by email of the new/revised document. The email will include a hyperlink to the internet location of the new/revised document and a contact for any questions arising from policy amendments.</p>
Monitor	<p>The Policy Owner will monitor compliance with the policy, in accordance with the <i>Framework for Compliance Management</i>, and for establishing a reporting mechanism in AIFE's processes.</p>
Review	<p>All policies will be reviewed within 3 years of its approval date. Review of policies could be thematic (e.g. corporate governance, operational, course related).</p> <p>The Policy Owner is responsible for initiating the policy review.</p>

The policy review process will consider the following:

- Does the policy still reflect best practice
- Have there been changes in government policy, legislation, or regulation during the policy's life that now requires revisions to the policy
- Did the policy meet stakeholder needs, and
- Does the policy reflect current organisational structure and delegations

Outcome of the policy review process are either:

- No revisions are required, or
- Revise policy which is to be presented to the relevant Governing Body for approval.

Minor Amendments and Updates

Consequential amendments to policies may be required due to updates to position descriptions or delegations arising from changes to governance or workforce roles. These amendments may be approved by an appropriate delegate and must be noted at the next meeting of the relevant Approval Body.

Minor editorial updates that do not affect the title or substance of the policy can be approved by the delegate and do not need to be noted by the Approval Body. These typically will include:

- Administrative amendments to align existing policy with the format set out in **Appendix 1**
- Correction of typographical errors, and
- Changes to the title of external government departments or stakeholders.

Records

All policies are version-controlled in the version format 'n.n'. Where a policy is amended, and requires approval by the policy owner, the first digit will increase by an increment of 1. Where minor amendments are made that do not require approval by the policy owner the second digit will increase by an increment of 1.

The Policy Register will record at a minimum:

- The policy title
- The current version number of each document
- Approval body

- Approval date
- The policy owner, and
- The next review date.

A designated employee and team will be responsible for administration of the policy register to ensure that the policies are continuously reviewed on a three year basis and as required.

Responsibilities

All staff are responsible for familiarising themselves with AIFE's policies, and complying with and implementing AIFE's policies.

The CEO is:

- Responsible for providing staff and students with relevant policies at induction or orientation, and
- Accountable to the board of directors for ensuring the policy register is accurate and current.

Definitions

For the purposes of this Policy, the following terms are defined as follows:

Approval Body	The body which authorises the policy taking, or ceasing to take, effect, and is accountable for the policy outcomes
Framework	A formal statement of how policies, plans, processes and roles are coordinated to manage an area of operation or achieve an outcome. Unless otherwise specified, 'policy' includes frameworks
Governing Body	Means the Board of Directors or its sub-committees, and the Academic Board or its sub-committees
Policy	A formal statement of the approach, position or principles adopted by AIFE to address circumstances, governance matters, or areas of operation
Policy Owner	The person responsible for implementing and reviewing the policy

Version History

Version #	Changes	Approval Body	Approval Date
1.0	New Policy	Board of Directors	28 February 2022

Additional Information

Policy Status	Approved
Policy Owner	CEO
Next Review Date	3 years from Approval Date
Related Internal Documents	Framework for Compliance Management Policy Register
Higher Education Standards Framework (Threshold Standards) 2022	Standards 6.1.3c, 6.2.1f and 6.3.2
Other legislative or regulatory instruments	Not applicable

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Appendix 1. Policy Template

Policy Title [Style – Heading 1]

Insert the name of the policy.

Purpose [Style – Heading 1]

Clearly outline the purpose or objective of the policy and what it is intended to do.

Scope [Style – Heading 1]

Outline who the policy is intended to apply to.

Policy [Style – Heading 1]

Outline the policy position and the justification and evidence base for this.

Sub-heading [Style – Heading 2]

Insert sub-topic as required.

Procedure [Style – Heading 1]

Outline the operational and procedural steps required to implement the policy.

Sub-heading [Style – Heading 2]

Insert sub-topic as required.

Accountabilities [Style – Heading 1]

Detail which component of the business is accountable for delivery.

Definitions [Style – Heading 1]

Define key concepts.

Version History [Style – Heading 1]

Version #	Changes	Approval Body	Approval Date

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Additional Information [Style – Heading 1]

Policy Status	Draft / Approved / Revised / Rescinded
Policy Owner	CEO / Dean
Next Review Date	3 years from Approval Date
Related Internal Documents	List related internal documents, if any
Higher Education Standards Framework (Threshold Standards) 2022	List relevant HESF standards, if any
Other legislative or regulatory instruments	List relevant instruments, if any