


| POLICY | |  |
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| Ref. to Legislative Frameworks: HESF2015: Standard 6.1 / 6.2 / 6.3 SRTO2015: Standard 2.1 / 2.4 | Development and Maintenance of Organisational Policies and Procedures | |
| Version: 1.2 | Policy Owner: Chief Executive Officer (CEO) | Issued on: 06/04/2018 Review by: 06/04/2020 |

Revision History

| Current Version | Description of Change | Policy Developer(s) | Effective Date |
|-----------------|--|---------------------|----------------|
| 1.2 | Review of policy and procedure, to incorporate the Compliance Manager's role | CEO | 06/04/2018 |

PURPOSE

This document outlines the principles that underpinned the policy on how Academies Australasia Polytechnic (AAPoly) constructs and maintains organisational policies and procedures. The policy and procedure are guided by the standards in governance and management relevant to the legislative frameworks for Higher Education (HE) and Vocational Education and Training (VET).

POLICY STATEMENT

AAPoly complies with the legislative frameworks relevant to its operations. Every policy, both academic and non-academic, is linked to the standards mandated by the regulatory authorities and, where possible, harmonised with the policies and procedures applied within the Academies Australasia Group.

Policies are approved by the relevant governance authorities in AAPoly. Higher Education academic policies are approved by the Academic Board. Vocational academic policies are approved by the Principal Executive Officer/Chief Executive Officer. Non-academic policies are either approved by the Board of Directors or by delegation, the Chief Executive Officer.

Policies and procedures are regularly reviewed for effectiveness and currency.

SCOPE

This policy provides guidelines for:

- The development of new academic and non-academic policies and procedures
- The review, as a part of quality assurance, of existing academic and non-academic policies and procedures

DEFINITIONS

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| Legislative frameworks (or requirements) | Standards applicable to the accreditation of AAPoly operations as a dual-sector tertiary education provider in Australia that enrolls both domestic and international students, including but are not limited to: <ul style="list-style-type: none">- Higher Education Standards Framework 2015- Standards for Registered Training Organisations 2015- National Code for Providers of Education and Training to Overseas Students 2018- Australian Qualifications Framework- Requirements to be an education provider eligible to be on the Commonwealth Register of Institutions and Courses and Overseas Students (CRICOS) |
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| Regulatory Authorities | Australian Government organisations mandated to govern the provision of education services to domestic and international students, including: <ul style="list-style-type: none"> - Tertiary Education Quality and Standards Agency (TEQSA) - Australian Skills Quality Authority (ASQA) - Department of Education and Training |
| To be harmonised | To be aligned for consistency in the underpinning methodology, process and outcomes |

POLICY GUIDELINES AND PRINCIPLES

1. Each policy and/or procedure derives from a relevant framework which is underpinned by corporate governance, academic governance, quality assurance and legislative requirements pertaining to AAPoly's higher education (HE) and vocational education and training (VET) operations.
2. While many policies apply to both HE and VET sectors; there are some which are specific to each education sector and will be identified as such in the policy and procedure documents.
3. Any changes to the regulatory frameworks and legislative tools catalyse a review of policies and procedures relevant to the updates and to maintain currency.
4. The scope of amendments to the policies and procedures is subject to the review outcome. While some regulatory updates may result in significant revisions or replacements, others may lead to only minor updates (or non-material changes) of the existing policies and/or procedures.
5. Policies and procedures are also subject to periodical reviews by the relevant governance structures, in addition to the amendments mandatory under the regulatory requirements.
6. In the review of policies and procedures, feedback from the stakeholders forms a significant component of consideration.
7. All policy and procedure documents are controlled via the Compliance Document Control process. The Compliance Manager oversees the issue and publication of all policies and procedures.

RESPONSIBILITY

The CEO is responsible for the development, maintenance and oversight of the implementation of this policy.

FEEDBACK

Please email the CEO through suggestionstotheceo@aapoly.edu.au if you have any question or feedback about this policy. The CEO will respond to your written question or feedback within two weeks after the receipt, unless extenuating circumstances require an urgent response. The query or feedback will be recorded in the Continuous Improvement or Corrective Action register for quality assurance purposes.

References

| Source | Document Title | Version/Date |
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| Internal | AAPoly Academic Board Charter | v3.0 05072017 |
| | Benchmarking and Continuous Improvement Policy and Procedure | v1.1 28122017 |
| External | ASQA Standards for Registered Training Organisations | 2015 |
| | Higher Education Standards Framework | 2015 |
| | TEQSA Guidance Note: Academic Governance | N/A (accessed 29 April 2016) |