PROCEDURE	ACADEMIES AUSTRALASIA POLYTECHNIC

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	Procedure Owner: Chief Executive Officer (CEO)	Issued on: 06/04/2018 Review by: 06/04/2020

Revision History

Current Version	Description of Change	Procedure Developer	Effective Date
1.2	Review to incorporate Compliance Manager's role	Chief Executive Officer (CEO)	06/04/2018
1.1	Harmonised the layout to the current template Deleted referencess to HESF 2011 Added the 'Responsibilities' and 'Feedback' paragraphs	Quality Assurance Support Officer	20/01/2018

PURPOSE

This document implements 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 procedure applies to:

- 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

Legislative frameworks (or requirements)	Standards applicable to the accreditation of AAPoly operations as a dual-sector tertiary education provider in Australia that enrols both domestic and international students, including but are not limited to: - 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)
Regulatory Authorities	Australian Government organisations mandated to govern the provision of education services to domestic and international students, including: - 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

PROCEDURE

1. If new or update to the existing policies are required, the development of such will be subject to rigorous and systematic review by either the Academic Board, CEO (or nominee), Heads of Departments or the Board of Directors. New policies and/or procedures may be initiated by academic or business requirements.

2. Policies and procedures will be periodically reviewed. Procedures are likely to be reviewed more frequently. There are some policies and procedures that need to be reviewed every two (2) to three (3) years. The review should take into account the following inputs:

- **Internal Feedback/Organisation-wide**

    Feedback from all stakeholders as a result of policies and procedures implementation will be considered by the relevant governance structures, as a part of quality assurance.

- **Student Feedback**

    The information is taken from the summary of student feedback presented to the relevant Committees, Department Heads or Board(s) at the end of semester/term.

- **Academic and Non-Academic Staff Feedback**

    At the end of each teaching period, the feedback from lecturers is summarised and presented to the relevant Committees. Non-academic staff members may also raise a request for review or development of a new policy and/or procedure either through the periodic review process or as deemed necessary.

- **Registration Authorities**

    Changes to legislation or implementation tools such as standards of registration may mandate a review or revision or development of policies and procedures. The responsibilities to commence the process of review and revision are subject to the classification that apply to the policies and/or procedures e.g. Governance, Management, Marketing, Student Services, Academic etc.

- **Professional Bodies**

    As relevant, advice or guidelines from professional bodies may initiate a review or development of policies and procedures.

- **Industry Feedback**

  Feedback from the industry with regard to graduate attributes, academic and non-academic processes or other relevant matters are useful inputs. An outcome of the feedback consideration may be a review of existing policies and procedures or the development of new ones.

- **Academic Board and Board of Directors**

  The Academic Board and the Board of Directors meet at least quarterly and have their schedules for the periodic review of policies and procedures. Considerations are given to feedback and suggestions from students, lecturers, professional bodies, industry and other stakeholders.

3. Prior to the publication and implementation, the policy and/or procedure drafts are subject to the review of Heads of Departments, CEO (or nominee), Committees and/or the relevant Boards i.e. Academic or Non-Academic. The draft(s) of the document should be uploaded to the designated online repository for the stakeholders to view and comment on.

4. The Heads of Departments, Committees and/or Board(s), as necessary and relevant, review the drafts and make revisions accordingly.

5. When the content is signed off by the stakeholders, the respective Head of Department will authorised the publication of the revised or newly developed policies and procedures on the Staff Portal for universal reference.

6. Each Head of Department is responsible for ensuring their team members (and the students under their care) are aware of, understand and cohesively implement the new or revised policies and procedures.

7. Each Head of Department collects and summarises feedback from the participants involved in the implementation of the policies and procedures. The summary is presented to the Board(s) and/or standing committees for the purpose of quality assurance and subsequent necessary actions.

8. 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 the procedure and the underpinning 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 (2) weeks after the receipt, unless extenuating circumstances require an urgent response. The query or feedback will be utilised for continuous improvement of AAPoly.

References

Source	Document Title	Version/Date
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)