


| POLICY AND PROCEDURE | |  |
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| <p>Ref. to Legislative Frameworks:</p> <p>HESF2021: Standard 6.1 / 6.2 / 6.3</p> <p>RTO Standards 2025: Outcome & Compliance Standards</p> | Development and Maintenance of Organisational Policies and Procedures | |
| Version: 2.0 | Owner: Chief Executive Officer (CEO) | Issued on: 22/04/2026 Review by: 22/04/2028 |

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 |
| 2.0 | Combined Policy and Procedure into single document. Updated regulatory references (HESF2021, RTO Standards 2025). Clarified Group vs AAPoly-specific policies. Identified Compliance Manager as Group role. Updated definitions and references. | CEO | 22/04/2026 |

PURPOSE

This document outlines how Academies Australasia Polytechnic (AAPoly) constructs, approves and maintains organisational policies and procedures. It is guided by the governance and management standards in the legislative frameworks applicable to AAPoly's operations as a dual-sector tertiary provider in 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.

Where policies are developed at the Group level, AAPoly adopts these as its own unless a specific deviation is required to meet AAPoly's regulatory obligations. Policies that are required to specifically meet the Higher Education Standards Framework (Threshold Standards) 2021 (HESF) are AAPoly-specific, as AAPoly is the only Higher Education provider within the Academies Australasia Group.

Policies are reviewed and approved by the relevant governance authorities in AAPoly:

- Higher Education academic policies are reviewed by the Academic Dean and approved by the Academic Board.
- Vocational academic policies are approved by the Group General Manager, Vocational (International).
- Non-academic policies are either approved by the Board of Directors or by delegation to the Chief Executive Officer or other senior staff if relevant.

SCOPE

This policy provides guidelines for the development of new academic and non-academic policies and procedures and 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: <ul style="list-style-type: none">• Higher Education Standards Framework (Threshold Standards) 2021• 2025 Standards for Registered Training Organisations (Outcome Standards and Compliance Standards)• National Code of Practice for Providers of Education and Training to Overseas Students 2018 (as amended, including ESOS Act amendment effective December 2025)• Australian Qualifications Framework• Requirements to be an education provider eligible to be on the Commonwealth Register of Institutions 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 |
| To be harmonised | To be aligned for consistency in the underpinning methodology, process and outcomes |
| Group | Academies Australasia Group of colleges, of which AAPoly is a member. Some policies are developed and maintained at the group level and adopted by AAPoly. Higher Education (HESF 2021) policies are AAPoly-specific. |

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 HE and 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.
 - **AAPoly-specific policies:** Policies required to meet the HESF 2021 apply exclusively to AAPoly's Higher Education operations and are not Group-wide documents.
 - **Group-level policies:** Where Academies Australasia Group develops a policy applicable across all colleges, AAPoly adopts it, subject to any required AAPoly-specific additions to meet regulatory obligations.
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. Some regulatory updates may result in significant revisions or replacements; others may lead to only minor updates or non-material changes.
5. Policies and procedures are also subject to periodical reviews by the relevant governance structures and/or owners, 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 using a register. The Group Compliance Manager oversees the issue and publication of all policies and procedures.

PROCEDURE

Initiation

- New or updated policies and procedures may be initiated by academic or business requirements, regulatory changes, stakeholder feedback, or direction from Governance bodies.
- The development or revision of any policy and/or procedure will be subject to rigorous and systematic review by the Academic Board, CEO (or nominee), Heads of Departments, or the Board of Directors, as appropriate to the document's classification, and supported by the Group Compliance Manager.

Review Cycle and Triggers

- Policies and procedures are periodically reviewed. Procedures are likely to be reviewed more frequently than policies. As a general guide, most documents should be reviewed every two (2) years, or sooner if triggered by any of the following:
 - **Internal feedback / Organisation-wide:** Feedback from all stakeholders arising from the implementation of policies and procedures will be considered by the relevant governance structures as part of quality assurance.
 - **Student feedback:** Summarised student feedback is presented to the relevant Committees, Department Heads, or Board(s) at the end of each semester/term.
 - **Academic and non-academic staff feedback:** Feedback from lecturers is summarised and presented to any relevant Committees at the end of each teaching period. Non-academic staff may raise requests for review or development at any time.
 - **Regulatory authorities:** Changes to legislation or registration standards may mandate review or revision. Responsibility for initiating the process is determined by the classification of the affected policy or procedure (e.g. Governance, Management, Marketing, Student Services, Academic).
 - **Professional bodies:** Advice or guidelines from relevant professional bodies may initiate a review or development of policies and procedures.
 - **Industry feedback:** Feedback regarding graduate attributes, academic and non-academic processes, or other relevant matters may result in a review of existing documents or the development of new ones.
 - **Academic Board and Board of Directors:** Both Boards meet at least quarterly and maintain schedules for periodic policy and procedure review, drawing on feedback from students, lecturers, professional bodies, industry, and other stakeholders.

Development and Consultation

- Before publication and implementation, draft policies and/or procedures are subject to review by Heads of Departments, the CEO (or nominee), Academic Dean, Group Compliance Manager, and/or the relevant Board (Academic or Non-Academic).
- Draft documents are presented to relevant stakeholders to review and make revisions accordingly.

Approval and Publication

- When content is signed off by the relevant stakeholders, including Academic Board, and or Board of Directors, the compliance team will authorise publication of the revised or newly developed policy and/or procedure on AAPoly website for universal reference.
- The Group Compliance Manager will action document control, versioning, and formal publication in the “AAPoly Register of Policies and Procedures”.
- If requested by the CEO, the Group Compliance Manager arranges training sessions on the revised or newly developed policy and/or procedure.

Implementation and Monitoring

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

Responsibilities

| Role | Responsibility |
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| Board of Directors | Oversight and approval of non-academic policies; ultimate accountability for AAPoly governance. |
| Academic Board | Approval of Higher Education academic policies; oversight of academic governance in line with HESF 2021. |
| Chief Executive Officer | Overall responsibility for the development, maintenance, and oversight of the implementation of this policy and procedure. |
| Academic Dean | Primary accountability for HESF 2021 policy content. |
| Group Compliance Manager | Oversight of the Compliance Document Control process; issue and publication of all policies and procedures across the Academies Australasia Group, including AAPoly-specific documents. Support to the Academic Dean and the CEO in policy review. |
| Heads of Departments | Operational implementation, including training, team awareness, feedback collection, and reporting. |
| Staff | Awareness and consistent implementation of current policies and procedures; reporting concerns or suggestions for improvement. |

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 |
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| Internal | AAPoly Register of Policies and Procedures |
| | Academic Quality Assurance Preamble |
| External | 2025 Standards for Registered Training Organisations (Outcome Standards and Compliance Standards) (effective 1 July 2025) |
| | Higher Education Standards Framework (Threshold Standards) 2021 |
| | National Code of Practice for Providers of Education and Training to Overseas Students 2018 |