

POLICY FRAMEWORK

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Policy Category	Governance		
Governing Authority			
Responsible Officer	General Manager		
Related Documents	Quality Assurance Framework AIHE Glossary of Terms Higher Education Standards Framework (Threshold Standards) 2015 (TEQSA Act 2011) Adelaide Institute of Higher Education Strategic Plan		

* Unless otherwise indicated, this Policy will still apply beyond the review date.

Document Control

Version #	Date	Key changes
1.0	15/12/2017	Approved by Council
1.1	13/08/2020	Reviewed; minor edits

1. PURPOSE

1.1 The Policy Framework sets the standards for the development and review of policy and policy related documents at Adelaide Institute of Higher Education (AIHE), and outlines the principles for consistency in the development, review and management of AIHE policy and policy related documents.

2. SCOPE

2.1 The Policy Framework applies to all staff and AIHE governance bodies involved in the development, review and management of all AIHE policies, procedures, guidelines, schedules, forms, and any other policy related documents.

2.2 All members of the Institute's community must understand their responsibilities and comply with AIHE's policies and policy related documents.

3. PRINCIPLES

3.1 AIHE policy and policy related documents are shaped by and comply with relevant legislation and regulations, national standards and community expectations.

3.2 AIHE policies and policy related documents will be formatted and structured in a manner and style that is consistent with what is emerging as best practice in most industries. They will be written specifically for the web in blocks of clear, plain language. Definitions of key terms will be collated into a single glossary.

3.3 Policies will be designated as:

- **Governance** – for policy with board level risk or strategic implications or with board level statutory or regulatory requirements and relates to the processes of decision making and the controls and behaviours that support effective accountability and performance outcomes (e.g. risk management policy, code of conduct); or
- **Academic** – for academic, teaching and learning, and student related matters; or
- **Operational** – for human resource management, financial management, marketing and other operational matters.

3.4 The Policy Framework will adopt the following hierarchy:

- **Policy** – high level position statement that establishes the key principles and provisions that govern decision-making processes. Compliance with Policies is mandatory;
- **Procedure** – operational document that describes the processes and actions required to enable the implementation of a Policy. A Procedure may also be developed to ensure compliance with legislative requirements. Compliance with Procedures is mandatory;
- **Guidelines and Schedules** – provide detail and context for particular matters that are generally the subject of an AIHE legislative obligation, or a Policy, Standard or Procedure. Compliance with Guidelines and Schedules is mandatory; and.
- **Forms** – approved templates for submitting applications and requests.

3.5 Policies and policy related documents will be approved by the relevant governance body, and then communicated and implemented. All documents will be published on the AIHE website.

3.6 Policies and policy related documents will be continually improved and will be reviewed and revised in response to changing requirements and improved information. Policies will be formally reviewed no less than every five (5) years. Procedures and other policy related documents will be reviewed no less than every three (3) years.

4. ROLES AND RESPONSIBILITIES IN POLICY DEVELOPMENT

4.1 Approving Authority

The Council is responsible for approving all final versions of policies and procedures although this role may be delegated in circumstances that are in accord with the Deed Poll of Delegation.

4.1.1 Delegated Approving Authority and Policy Amendments

The Council can delegate the approval and amendment of policies to the relevant decision-making Committee or Senior Executive Group member. The Council should be advised of changes to policies where the principles or provisions have been affected. Minor revisions (for example titles, formatting, typographical errors, references or hyperlinks) that do not affect the principles or provisions of the policy can be made by the Responsible Officer.

4.1.2 The Council has delegated all academic governance responsibilities to the Academic Board.

4.2 Governing Authority

4.2.1 The Governing Authority is the decision-making Committee or Senior Executive Group member who is responsible for:

- ensuring the policy is developed in accordance with the Policy Framework;
- recommending the final version of policies for approval by the Approval Authority;
- ensuring the policy-related documents are consistent with the parent policy; and
- ensuring the policy is reviewed and kept up-to-date.

4.2.2 The Governing Authority for policies and procedures must be one of the following: Academic Board; General Manager; or an AIHE Committee (for example Course Advisory Committee). In the case of a Committee, the Committee Chair will be responsible on behalf of the members.

4.3 Responsible Officer

4.3.1 The Responsible Officer oversees the development and implementation of the particular policy and procedure. The Responsible Officer must follow the Policy Framework, draft the policy, conduct appropriate consultation, redraft the policy as appropriate, seek expert advice as required, manage the implementation/communications of the policy, and ensure it is monitored and reviewed in accordance with the appropriate timeframes.

4.3.2 The Responsible Officer may delegate the development of policies and procedures to the relevant team or staff member. The Responsible Officer will remain responsible for seeking endorsement and/or approval from the Governing Authority or the Council. The Responsible Officer is also responsible for the implementation, dissemination and communication of approved policies and assisting with interpretation and review of policies.

5. DEFINITIONS

5.1 See the AIHE Glossary of Terms for definitions.