

Policy on Policies



Purpose/objective

To set out the framework for the development, approval, dissemination and review of policies and related documents at the Australasian Academy of Higher Education (AAHE).

Scope

This Policy and Procedure apply to all of the Academy's policies and related documents.

Definitions

Terms used in this document are defined in the [AAHE Glossary](#).

Policy

1. The policy hierarchy at AAHE is as follows:
 - Governance Charter
 - policies and codes
 - Strategic Plan
 - procedures
 - policy-related documents such as guidelines, work instructions and forms.
2. Where there is an inconsistency between two related documents, the document higher in the hierarchy takes precedence.
3. Policies and codes at the Academy set out the high level, enduring principles that guide, and the mandatory requirements that apply to, key activities at AAHE. They seek to:
 - support the achievement of the vision and objectives established in AAHE's Strategic Plan
 - promote behaviours that are consistent with AAHE's vision and objectives
 - enable good management, efficient operations and wise, fair and consistent decision making
 - facilitate transparency and a shared understanding of what is expected at AAHE
 - ensure compliance with all applicable legislation and government requirements
 - reduce or manage risk.
4. A procedure may be developed to detail the steps involved in operationalising a policy or code. A procedure must not conflict with the objectives or intent of the policy.
5. Policies and procedures must be properly approved; effectively promulgated and readily accessible to AAHE staff and to prospective, current and former AAHE students; and regularly reviewed to ensure their ongoing relevance.
6. A policy can only be waived in exceptional circumstances and with the approval of the Chair of the Board of Directors or the Academic Board (as appropriate).
7. A procedure can only be altered by the document owner, who will be the senior manager responsible for the area.

Procedure

1 Development

1.1 Policies and procedures must

- comply with all relevant Australian legislation including the [Higher Education Standards Framework \(Threshold Standards\) 2021](#) and the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)
- be consistent with AAHE's [Delegation of Authority Policy](#) and Schedule
- be clear and concise and use inclusive language
- only duplicate material in other AAHE policies or procedures where necessary
- be drafted using the templates supplied by the Executive Officer to the approving Board.

1.2 Definitions of terms that are likely to be used in other policy documents are not normally included in individual policies; instead, readers are referred via a hyperlink to the [AAHE Glossary](#), which is maintained by the Registrar.

1.3 Where a procedure is required, it may be written as a separate document, but it must be consistent with and must link to the policy or code it supports.

1.4 The person who drafts the policy or procedure is responsible for seeking input from key stakeholders (in particular the incumbents of any positions to which the document refers). Where possible, draft policies and procedures are also made available to AAHE staff and to the Chair of the Student Representative Council as appropriate for at least two weeks to allow time for feedback.

1.5 Feedback is incorporated as appropriate before the final draft is submitted to the relevant Board Executive Officer for consideration at the next meeting of the Board.

2 Approval

2.1 In accordance with the Delegation of Authority Policy, the Board of Directors approves all AAHE policies apart from those relating to academic matters, for which approval is delegated to the Academic Board.

2.2 Procedures and any associated guidelines, forms or instructions are approved as follows:

Area of activity	Approved by
Academic	Dean
Corporate engagement and advancement	Principal and Chief Executive Officer
Facilities	Chief Operating Officer
Finance	Chief Operating Officer
Human resources	Registrar
Infrastructure	Chief Operating Officer
Information technology	Chief Operating Officer
Library	Dean
Marketing and communication	Marketing Manager
Quality assurance	Principal and Chief Executive Officer
Records retention	Registrar
Risk and compliance	Principal and Chief Executive Officer
Student administration and information	Registrar
Student wellbeing	Registrar

2.3 Draft policies are submitted to the Executive Officer of the approving body with a cover sheet that explains the rationale for the policy, the research, external benchmarking and consultation processes that have been undertaken, and any resource requirements and other

implementation or transition issues. The cover sheet also provides a recommendation to the relevant Board, along with the proposed implementation and review dates.

- 2.4 Where a procedure is required, it may be developed and approved along with the related policy.
- 2.5 Following consideration by the approver, the documents are redrafted if required before being submitted to the Registrar via the relevant Board Executive Officer for publication on the approved policy repository. Where a procedure has been approved separately from the policy or code it supports, the relevant Board should be notified at its next meeting.

3 Implementation and review

- 3.1 Policies are normally implemented from the start of the following year to reduce confusion and ensure time for effective promulgation. Procedures may be implemented as soon as they are approved.
- 3.2 Where a process has already commenced, the approving authority may decide that the old policy or procedure is to apply to those staff or students who are affected.
- 3.3 Following the implementation of a policy or procedure, the approving Board or position is responsible for
 - considering an implementation report within the first year of operation to identify any issues that require improvement
 - monitoring the effectiveness of and compliance with the policy/procedure
 - reviewing the policy/procedure before the deadline for such a review
 - approving any amendments that change the substance of the policy/procedure
 - approving the policy/procedure's deletion when it is no longer required.
- 3.4 Policies and procedures are reviewed by the responsible senior manager every five years according to a schedule maintained by the Quality Assurance Manager, or more frequently in response to legislative changes or operational requirements.
- 3.5 Minor or administrative amendments to policies and procedures (that is those that do not change the document's substance or intent, such as editorial changes or updated position titles) may be approved by the Registrar or responsible Board's Executive Officer.
- 3.6 Where a change is made to a policy or procedure, the document is given a new version number and the nature of the change is recorded in the document information table at the end of the document.

4 Communication

- 4.1 Approved and amended policies and procedures will be published in the AAHE policy register.
- 4.2 Procedures and any associated forms must be easily accessible from the policies/codes they support.
- 4.3 Guidelines and work instructions are only published on the approved policy repository if they apply across the Academy and should be publicly accessible.
- 4.4 Policies and procedures will be communicated to staff through the induction process and through staff meetings and circulars.
- 4.5 Policies relating to students will be summarised in the Student Handbook with a link to the related policy statement and will be discussed with students during the orientation process.
- 4.6 The Registrar will notify staff and students as appropriate when a new document is added to the policy register, or a substantial amendment is made.

Related documents and relevant legislation

[Higher Education Standards Framework \(Threshold Standards\) 2021](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

Delegation of Authority Policy

AAHE Governance Charter

AAHE Strategic Plan

[AAHE Policy Register](#)

Document information

Document owner: Board of Directors

Version	Approved by	Approved on	Implementation date	Changes made
1	Board of Directors	19 October 2021	1 October 2023	