

## POLICY DOCUMENT

# POLICY FRAMEWORK POLICY

## 1 Purpose and Scope

---

### 1.1 Purpose

- To guide the development and management of policies at ACPE.
- To ensure policies are developed in line with ACPE's strategic direction and relevant higher education standards.
- To outline the roles and responsibilities for policy development and management at ACPE.

### 1.2 Scope

- This policy applies to all ACPE staff and students.

All policies and other instruments that apply to ACPE activities at a College-wide, divisional, discipline area or unit level must conform to the presentation framework described in this document.

## 2 Policy Statement

---

By virtue of its registration as an approved higher education provider, the ACPE Board of Directors and Academic Board have the authority and obligation to make policy concerning the governance of the College (consistent with relevant Commonwealth and state laws and regulations).

### 2.1 Authorities and Accountabilities

#### 2.1.1 General

Policies must be approved by the ACPE Academic Board (academic policies) and the ACPE Board of Directors (governance and administrative policies) and reviewed on a regular cycle.

#### 2.1.2 Academic Policy

- The ACPE Academic Board has the delegated authority to approve all academic policy.
- The Academic Board, with the concurrence of the Board of Directors, may delegate authority to the CEO and Dean to initiate the development, approval and implementation of policy in designated areas of academic activity.

- If the Academic Board does not accept a recommendation from CEO and Dean, it is expected that the matter will be returned to the CEO and Dean for further consideration or the Academic Board will be provided with the rationale for an alternate decision.

### **2.1.3 Governance and Administrative Policy**

The CEO and Dean will approve all governance and administrative policy and will seek advice from appropriate staff within the College prior to approval.

### **2.1.4 Maintenance of Records**

- The Compliance Officer (or delegate) will arrange for the maintenance of records of all approved policy and of superseded policy, and will communicate approved policy to the Board of Directors for information.
- The most current version of approved policy will be made available to relevant audiences in PDF format.
- Only designated officers will be permitted access to policies in formats other than PDF.

## **2.2 Policy Implementation**

### **2.2.1 Implementation principles**

Effective policy implementation at ACPE requires:

- the adoption and communication of policy and other instruments which frame and direct the College's operations at all levels,
- the governing body (ACPE Board of Directors) or its delegate (CEO and Dean) to set major policy and procedural principles for the whole College, subject to any delegation to the Academic Board in respect of academic policy and related matters,
- the CEO and Dean to set the major operational standards, requirements and procedures for the whole College,
- that authorised individuals within the College set standards, requirements and procedures to be followed in their specific areas of responsibility which are consistent with the two points above, and
- that a specified officers of the College manage, monitor and report on the implementation of the policy, guidelines or other relevant instruments.

### **2.2.2 Consistency**

- All policies and other instruments must be consistent with relevant Federal and State government legislation and regulations, and with existing ACPE Policy, guidelines and related instruments.

- If it emerges that there is a conflict with an existing policy or an external law or ruling, the policy must be amended or repealed to the extent necessary to achieve consistency.
- If there is a conflict between existing ACPE Policies or related instruments, immediate steps must be initiated to ensure that consistency is achieved commensurate with the respective roles and authorities of the relevant authorising bodies.

### 2.2.2 Enforcement

The CEO and Dean or nominee is accountable for:

- ensuring that this policy framework is observed in the development of policies and other instruments,
- the progressive review of existing policy and related instruments to ensure conformity with the policy framework,
- managing operational compliance with the terms of the approved policy within the College, and
- monitoring the continuing relevance and impact of College policies on the College's activities.

### 2.2.3 Promulgation

The CEO and Dean (or delegate) is responsible for the establishment of procedures that result in the efficient and effective promulgation of College policies and related instruments to students, staff and the general public, as appropriate to the respective groups.

## 2.3 Review Cycles

All ACPE Policies and related instruments must be reviewed at least **once every five years**, unless the instrument specifies an earlier date. Following the review, proposed revisions should be submitted for approval in accordance with Section 2.1. Should the outcome of the review be that the Policy or related instrument is no longer necessary or useful; a submission for formal rescission of the Policy should be made to the CEO and Dean.

## 2.4 Format of Documents

### 2.3.1 Standardisation of format

Unless otherwise approved by the CEO and Dean, each policy, guideline or other governance instrument that is submitted to the Academic Board or to the Board of Directors for approval should adhere to the following guidelines concerning format and presentation:

### **A. Preliminary Administrative Information**

- Every policy related instrument will be assigned a code.
- The content of the policy, guideline or other governance instrument must conform to the requirements stipulated in the below section “Required and discretionary information”.
- The version of the instrument must be specified. A minor change to the instrument may be recorded as a decimal point following the version number; a major change will require a new version number that continues the numeric sequence.
- The “footer” for every statement of policy, guideline or other governance instrument must refer to the “Policy Code” and “Version number” of the instrument.
- Every statement of policy, guideline or other governance instrument must include a table at the end of the document in which the following information is provided.

<b>Policy Name &amp; Code:</b>			xxxxxxx Policy (POL-xx)
<b>Policy Owner:</b>			xxxxxxx
<b>Approval Authority:</b>			xxxxxxx
<b>Next Review:</b>			xxxxxxx
<b>Approval Date</b>	<b>Effective Date</b>	<b>Version</b>	<b>Summary of changes</b>
xx xxx xx	xx xxx xx	x	xxxxxxxxxx

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

- In the presentation of a policy, each category should be distinguished as follows:
  - a. The category should be assigned a number;
  - b. Category sub-divisions should have numeric designations up to the third level unless the substance is part of the prior sentence, in which case lower case roman numerals are preferred;
  - c. At the fourth level, bullet points or lower case roman numerals should be used to distinguish between clauses.
- An example of the preferred layout is provided in the attached “Policy Template”.

### **B. Required and discretionary information**

- Potential categories of information for inclusion in policy statements are provided below; some categories are designated as “mandatory” fields.
- Categories that are mandatory are marked with an asterisk (\*).

- Non-mandatory categories' heading and sub-headings may be varied to suit the particular governance instrument.

---

---

### **(\*) Purpose and scope**

The purposes to be achieved by the Policy document and its intended scope, including any exclusion from its coverage.

---

---

### **(\*) Policy Statement**

A succinct statement of the policy.

General information and details, as well as any reference to any relevant delegations of authority by the ACPE Board or CEO and Dean should also be included in this section.

---

---

### **(\*) Definitions**

The key definitions that are needed to ensure that the Policy is readily understood by members of the ACPE community. If a substantial number of definitions are needed, they should be set out in an appendix.

---

---

### **(\*) Related Documents**

Where relevant, the governance instrument should include reference to related State or Federal legislation, ACPE Rules, Delegations, procedures, policies and other governance instruments.

Relevant supporting documentation that would assist in understanding the context of the Policy including the circumstances which led to its adoption, and any particular issues and problems with which it is intended to deal.

---

---

### **(\*) Policy Administration**

It is the normal expectation that responsibilities for communicating and implementing the governance instrument, for the enforcement of the governance instrument and for dealing with breaches of the instrument will be defined within the instrument.

---

---

### **Preamble**

Introduction

---

---

### **Background and context**

An outline of the context in which the governance instrument is set, including any relevant legal, regulatory or government policy requirement or guideline; and reference to relevant terms of the ACPE Governance Charter, Rules, Mission statement, strategic plans or priorities and so on.

### 3 Definitions

---

- **Policy**

A “Policy” is a high order statement which establishes the basis and framework for conduct and practice in a particular area of operation at ACPE.<sup>1</sup>

- **Policy Owner**

A College staff member who has overall accountability for the content of a policy, normally a member of the Senior Executive.

- **Guidelines for Decision-making**

Guidelines for Decision-making are statements that assist both decision makers and others to understand the relevance and importance of specific factors in the making of particular types of decisions. They are ancillary to the exercise of specific powers and responsibilities that have been given to persons or bodies under a delegation from the ACPE Board of Directors, Academic Board or an approved Policy that has gone through the required approval process.

- **Other Instruments**

Other operating instruments include statements of principles, procedures, protocols, standards, and codes which set out prescribed courses of action that are recommended in order to implement policy, to facilitate the efficient and effective management of the College and/or legal or regulatory compliance.

### 4 Related Documents

---

- Student Code of Conduct
- Quality Management Framework
- Continuous Improvement Register
- Policy and Procedure Review Checklist

**Legislation:**

- Higher Education Standards Framework 2015
- Tertiary Education Quality and Standards Agency Act 2011
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

---

<sup>1</sup> A policy should be adopted for any area of the College's operation where direction or purpose needs to be set in order to conduct College business. A policy is not required for every College operation. Routine matters or operations clearly directed by external legislation do not require a policy. However, useful guidance in the ACPE context may be provided by another type of instrument, for example, a procedural statement or a set of guidelines.

## 5 Policy Administration

<b>Policy Name &amp; Code:</b>			Policy Framework Policy (POL-08)
<b>Policy Owner:</b>			Compliance Officer
<b>Approval Authority:</b>			Academic Board (ACPE)
<b>Next Review:</b>			September 2023
<b>Approval Date</b>	<b>Effective Date</b>	<b>Version</b>	<b>Summary of changes</b>
01 Aug 13	18 Aug 13	1	Document created and approved by Dr. Brian Nook, Dean and Head of College, ACPE. Approval Date: 01 August 2013.
11 Dec 18	12 Dec 18	2	<ul style="list-style-type: none"> <li>• Document content updated to reflect current ACPE practices and activities.</li> <li>• Document content reviewed to ensure compliance with relevant HES.</li> <li>• Job titles and responsibilities updated accordingly.</li> <li>• Document format changed in line with the new document template for ACPE policies and procedures. Changes made to document format include: <ul style="list-style-type: none"> <li>- Document code, version and dates moved to 'Policy Administration' section.</li> <li>- Sections re-arranged.</li> <li>- Paragraphs re-numbered.</li> <li>- 'Policy Administration' table reformatted.</li> <li>- Numbering system updated.</li> <li>- Footer updated to include document title, document code, and document version only.</li> </ul> </li> <li>• <i>Section 3 - Definitions</i> updated to include definition for "Policy Owner".</li> <li>• <i>Section 2.4.3 – Required and Discretionary Information</i> updated with sections removed.</li> <li>• <i>Section 4 Related Documents</i> added to the document.</li> </ul>
14 Mar 19	14 Mar 19	2.1	<ul style="list-style-type: none"> <li>• References to Dean and Operations Director replaced with CEO and Dean.</li> <li>• References to Student Services and Learning Support Manager replaced with Director of Student Services and Campus Wellbeing.</li> </ul>

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