

## POLICY FRAMEWORK

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References and Legislation	<ol style="list-style-type: none"> <li>1. ESOS Act 2000</li> <li>2. TEQSA Act 2011</li> <li>3. TEQSA Higher Education Standards Framework (Threshold Standards) 2015</li> <li>4. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007</li> <li>5. Australian Qualifications Framework (AQF)</li> </ol>

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## 1. Purpose

This document provides the context for establishing policies and clarifies the relationship between different governance instruments. The policy framework details the operation, review and development of all APIC policies.

## 2. Scope

This Policy applies to all staff including contractors and casuals, all students (both online and offline) and other stakeholders. All policies and guidelines must comply with this framework.

## 3. Definitions

<b>Item</b>	<b>Definition</b>
<i>Governance</i>	The processes by which APIC is controlled and held to account. It encompasses authority, accountability, stewardship, leadership, direction and control exercised in the organisation.
<i>Instruments of governance</i>	<ol style="list-style-type: none"> <li>1. TEQSA Act 2011</li> <li>2. TEQSA HES Framework (Threshold Standards) 2015</li> <li>3. AQF Regulations</li> <li>4. Resolutions of Academic Board and Governing Boards</li> <li>5. Policies, Procedures and Guidelines</li> </ol>
<i>Policy</i>	A formal statement or directive that gives effect to external regulatory requirements. Policies guide decision making and govern areas of academic and administrative operation. Policies have APIC application and can only be approved by the Governing Board (governance), Academic Board (academic matters) or President (operational).
<i>Procedure</i>	A directive outlining the specific tasks, processes and responsibilities required to effectively implement a policy or regulation.
<i>Guideline</i>	A statement offering advice and guidance on the implementation of APIC policy or procedure within the context of a specific area/department.
<i>Staff</i>	Any person who is an employee of APIC and includes full-time, part-time, sessional or casual staff.
<i>Student</i>	Any person enrolled as a student of APIC. This includes full-time, part-time, both online and face-to-face.
<i>Senior executive</i>	President and other Managers
<i>Approval authority</i>	Governing Board, Academic Board and President.

Item	Definition
<i>Policy owner</i>	Member of Governing Board, Chair Academic Board (or nominee), a member of Executive Management Team (or nominee). Policy Owners are responsible for ensuring policies and associated documents are developed, approved and implemented in accordance with this framework. Policy Owners can delegate tasks to Managers.
<i>Template</i>	Approved format for policies, procedures, guidelines and supporting documents.
<i>Promulgation</i>	The official announcement to APIC stakeholders of a new policy or one which has undergone significant revision.

## 4. Policy Statement

APIC is governed by the Corporations Act 2001, the principal legislation regulating companies in Australia. It regulates matters such as the formation and operation of companies including the conduct of officers. APIC is also governed by a number of acts which regulate the Higher Education sector: the Education Services for Overseas Students Act (ESOS) 2000, the Tertiary Education Quality Standards Agency Act (TEQSA) 2011; as well as a number of regulatory frameworks: TEQSA Higher Education Standards Framework, the Australian Quality Framework and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

Policies, procedures and guidelines complement these Acts by:

- providing direction for the good management and effective operations of APIC;
- ensuring compliance with legislative and regulatory requirements;
- supporting the achievement of APIC's strategic goals; and
- improving the management of risk.

A new policy should be developed when a requirement for standardising practice in a particular area, not covered by an existing policy, arises.

Policies are developed around significant issues, are linked to a philosophical position and require a formal process of approval. Policies are seen to be enduring over extended periods of time and are available to APIC and the its community of stakeholders.

### 4.1 Instruments of Governance

#### 4.1.1 Governing Board

The powers and functions of the Governing Board include establishing policies relating to the governance of APIC as well as oversight of the academic activities, as detailed in the APIC Governing Board Constitution and the APIC Governing Board Charter. The Governing Board delegates the majority of the academic-related responsibilities to the Academic Board.

Governance policies approved by the Governing Board typically include:

- Statutes, regulations and standing resolutions
- Strategic positioning

- Risk management
- Fiduciary responsibility
- Delegations of authority
- Legislative and common law compliance

#### 4.1.2 Academic Board

Academic policies are approved by Academic Board with decisions forwarded to the Governing Board for noting, including:

- Academic quality assurance and standards
- Quality of learning and teaching
- Curriculum design and delivery
- Assessment, progression, entry requirements
- Academic grievances and appeals

#### 4.1.3 President

The Governing Board delegates responsibility for the efficient conduct of the College's day to day operations to the APIC Executive Management Team under the leadership of the President. The Executive Management Team collectively plans, organises and manages the operations upholding operational priorities, plans, policies and directions as directed by the Governing Board and the Academic Board.

Operational policies approved by the President and Principal Education Officer typically include:

- Staffing
- Marketing
- Agents
- Fees
- Refunds

Minor amendments to higher level policies may also be approved by the President for noting to the Governing Board.

## 5. Policy Development, Approval and Review

Policies are developed and reviewed through a structured decision making and approval process, detailed in the supporting procedure. As a rule, policies elaborate on one or more aspect of a regulation and the procedures and guidelines are developed to support the implementation of the regulation or policy. Any procedures and guidelines must be submitted for approval with the policy document.

Creation of a new policy or significant revision of an existing policy will be necessary for a number of reasons including:

- Changes to legislation
- Significant operational changes
- Changes in the strategic direction of the College

- Outcomes of reviews and audits
- Significant changes in practice across the tertiary sector
- Two yearly review cycle

The following matters must be considered when researching and analysing the need for a new policy or revision of an existing policy:

- Rationale for the policy (organisational changes, legislative/compliance requirements)
- Relationship with existing policies and government legislation
- Development of a supporting procedure
- Resource implications
- Statement or plan explaining how the policy's effectiveness and impact will be measured and evaluated

A policy is to be written in such a way that:

- APIC's position is clear around a issue, particularly in areas where some differing views might exist – consider key words that need to be included somewhere in the statement as a starting point.
- Ultimately a policy statement must say something that directs, or impacts on, actions across APIC.
- The philosophical underpinnings are connected to, and consistent with, the overall beliefs of APIC.
- It is a concise and tight statement but broad enough so that it is not subject to constant change.
- It enables changes to procedures to be made to meet changing circumstances without causing the policy itself to be changed.
- It provides a clear direction for guidelines and/or procedural statements to be written to implement the policy position.

No one person writes a policy. It is expected that all policies are developed and written by a small team of relevant staff, and that the draft of a new policy is communicated to those who are directly affected by the policy statement before submitting it into the final approval process.

A senior staff member must be delegated responsibility to manage the development, implementation and monitoring of the policy.

Policies must be submitted to the Director of Accreditation for authorisation, who will then submit it to the appropriate approving body for final approval. When approved, the policy will be promulgated via the normal communication channels.

## 6. Promulgation and Implementation

### 6.1 Framework Promulgation

The Policy Framework will be promulgated through the normal communication channels including:

- APIC website
- APIC Policy Library

- Management and team meetings
- Meeting agendas and minutes

## 6.2 Framework Implementation

The Policy Framework will be implemented through:

- Staff induction processes
- Inclusion in position descriptions
- Consultation and training

## 7. Document Change Control

<i>Version</i>	<i>Change Description</i>	<i>Date</i>	<i>Author</i>
1.0	New policy development	4 November 2016	Corinne Green