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1 PRELIMINARIES

Commencement

This framework commences on 1 May 2022

Purpose

This framework establishes the principles and standards underpinning the development, approval, implementation, communication and review of policy and policy documents at the Polytechnic Institute Australia ('PIA'), in accordance with the Higher Education Standards Framework (Threshold Standards) 2021 and the long-term objectives of PIA.

Application

This Framework applies to all PIA management and staff, and to all policies. It does not apply to changes in procedures, guidelines, or processes.



2 DEFINITIONS

The following definitions apply in this document.

Policy: a statement of strategic intent, values and principles which govern decision-making and operations.

Required Authority: the position or committee responsible for approving a policy document in accordance with the Delegations Register.

Terms not defined in this document may be in the PIA glossary.

3 FRAMEWORK

3.1 Principles

3.1.1 This Framework is based on the following principles:

3.1.1.1 that a robust and definitive policy framework is integral to PIA's overall quality management and continuous improvement activities; and

3.1.1.2 that activities relating to PIA policies are supported by clear processes to ensure they are undertaken consistently.

3.2 Aims

3.2.1 PIA's Policy Framework exists to:

- establish a systematic approach to the development and review of policy documents;
- ensure policy documents are based on best practice in higher education;
- provide staff and students with quality policy documents that are comprehensive, clear, and readily accessible;
- support effective and efficient decision-making;
- provide guidance on the development, approval, dissemination, implementation and review of policy documents; and
- ensure compliance with the Higher Education Standards Framework (Threshold Standards) 2021.

3.3 Development Principles

3.3.1 Development of policies will be undertaken with respect to the following considerations:

- consistency with legal requirements and standards of higher education as shown by research, benchmarking and/or data gathering;
- consistency with existing policies and processes;
- a clear and demonstrable academic or business need;
- the extent to which they support PIA's objectives and operations;
- the consequences in terms of administration for organisational units, groups and individuals.



3.4 Required Standards

3.4.1 All policy documents and supporting material at PIA must:

- reflect and comply with all relevant legislation, statutes, regulations, standards and codes;
- reflect community standards and expectations of PIA's quality as a higher education provider;
- be transparent in their purpose;
- be in the official, approved template;
- be written in plain English using unambiguous, precise, gender-inclusive and gender-neutral language;
- be logical and succinct;
- use a consistent style and consistent format and terminology
- include a version number and modification date;
- clearly identify responsibilities as appropriate;
- be appropriately and widely disseminated; and
- be regularly reviewed for currency, relevance and strategic alignment.

3.5 Development, Review and Approval Process

3.5.1 PIA's Board of Directors has ultimate oversight for the development and review of policies and procedures via delegation to its committees and through delegations to responsible positions.

3.5.2 Policy development or review is normally instigated by the relevant policy owner or the policy administrator due to:

- Recognition of the need for a new policy document
- Changes in the external environment including legal and regulatory requirements
- Identification of content gaps between policy documents
- Identification of overlaps across policy documents
- The prescribed review cycle process usually three years from the date of changes.

3.5.3 The Board of Directors may exercise its authority to approve any policy document.

3.5.4 The Policy Approver and Policy Administrator for policy development or review are listed in the policy.

3.5.5 All policies and procedures must be drafted in accordance with the **Development Principles** at 3.3 of this policy and **Required Standards** outlined at 3.4 of this policy.

3.5.6 Draft documentation must be distributed for consultation and stakeholder feedback. Stakeholders may include administrative staff and student representatives.

3.5.7 Draft documents are submitted to the required authority/delegate as listed in the policy with a cover sheet detailing the changes. All approvals must be appropriately documented.

- 3.5.8 After approval the documents are to be updated to reflect the approval date.
- 3.5.9 Policy documents remain in force unless formally revoked by the Board of Directors or Policy Approver/delegate or are otherwise superseded.
- 3.5.10 Editorial changes such as change of legislation dates, position titles, weblinks, typographical changes or changes that do not change the intent of the clause, do not require approval, but the modification date and version number are to be updated.

3.6 Implementation and Communication

- 3.6.1 Stakeholders must be advised of new or substantially revised policies as soon as possible by the policy administrator.
- 3.6.2 Where students are affected by policy changes, if required a communication plan will be part of the submission of the Policy Cover Sheet completed by the policy administrator.
- 3.6.3 An implementation plan regarding any potential impact will be developed by the policy administrator or their delegate, if required.
- 3.6.4 All policies will be listed in the Policy Register and made available on the policy webpage.

4 RESPONSIBILITIES

4.1 PIA's Board of Directors

PIA's Board of Directors is responsible for:

- oversight of the development of policies and procedures.
- delegating approval for some area-specific policies as outlined in the Delegations Register.

4.2 Policy Owner and Policy Administrator

The usual policy owner and policy administrator responsible for the different areas are:

Area	Policy Owner / Approver	Policy Administrator / Responsible for Implementing
Academic	Academic Board	Dean
Administrative	CEO	Compliance, Quality and Risk Manager or Registrar
Governance	Board	CEO

4.3 The Compliance, Quality and Risk Manager

The Compliance, Quality and Risk Manager is responsible to:

- Maintain a policy register.
- Notify in advance the policy administrators of due dates for reviews.
- Publish approved policies that need to be available on the PIA website.

5 PROCEDURES

6 RELATED LEGISLATION AND DOCUMENTS

Institute Documents

- Delegations Register
- Policy Register

Applicable External Standards and Codes

This policy and procedures support compliance with the following

Standards/Code	Standards/Clauses
Higher Education Standards Framework (Threshold Standards) 2021	6.2

7 FEEDBACK

PIA staff and students may provide feedback about this document by emailing policy@pia.edu.au for such feedback to be incorporated into a future review.

8 POLICY MANAGEMENT

Approval and Review	Details
Approval Authority / Owner (Role)	CEO
Administrator / Responsible for Implementing	CQRM
Approval Date	5 February 2024
Next Review Date	4 February 2027

Document History

Month and Year	Version	Amendments
July 2018	1.0	Policy created and endorsed by the Board
May 2022	3.0	Formatting updated.
February 2024	3.1	Formatting updated, including the addition of the document history. Policy updated to simplify development and review process.