

## QF034 Policy Framework Policy

### Contents

1.	Purpose.....	2
2.	Scope .....	2
3.	Definitions .....	2
4.	Policy Statement.....	3
5.	Approval Authority .....	3
5.1	Board of Directors .....	3
5.2	Academic Board.....	3
5.3	Chief Executive Officer .....	4
6.	Policy Development, Approval, and Review .....	4
6.1	Policy Development and Approval .....	4
6.2	Version Control.....	4
6.3	Policy Review and Approval Process .....	5
7.	Dissemination, Publication, and Implementation .....	5
7.1	Policy Dissemination.....	5
7.2	Policy Publication.....	5
7.3	Policy Implementation .....	5
8.	Related Documents .....	5
9.	Version Control .....	5

## 1. Purpose

The purpose of this policy is to outline the framework and process that the Higher Education Institute Pty Ltd trading as Asia Pacific International College (APIC) will apply for establishing, maintaining, reviewing, retiring, and updating policies, codes of conduct, procedures, frameworks, and guidelines. These documents are an integral part of the *APIC Quality Framework* and give certainty to operational processes, both administrative and academic.

## 2. Scope

This policy applies to all APIC policies, codes of conduct, procedures, frameworks, and guidelines, drafted and submitted for approval. All staff and students must comply with the APIC's policies, codes of conduct, guidelines, and procedures. Failure to do so may result in a range of consequences, including increased risk to APIC and disciplinary actions.

## 3. Definitions

Item	Definition
<i>Governance</i>	The processes by which APIC is governed including delegation of authority, responsibility, accountability and stewardship, and control exercised in the operation of the organisation.
<i>Related Legislation and Regulation</i>	Tertiary Education Quality and Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 Education Services for Overseas Students Act 2000 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 Corporations Act 2001 Higher Education Support Act 2003
<i>Policy</i>	A formal statement or directive that gives effect to College and any external regulatory requirements. Policies guide decision-making and govern areas of academic and administrative operation.
<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.
<i>Code of conduct</i>	Codes of Conduct are documents that express the behaviour that is expected and necessary to meet the core values and obligations of APIC.
<i>Document owner</i>	Document owners are responsible for ensuring policies and associated documents are developed, approved, and implemented following this framework.
<i>Approval Authority</i>	Policies have APIC application and can only be approved by the Board of Directors (governance), Academic Board (academic matters), or CEO (operational).
<i>Minor amendments</i>	Correction of typos, update of legislation, changes to position titles, insert additional information under existing headings or related documents.
<i>Template</i>	Approved format for policies, procedures, guidelines, and supporting documents.
<i>Publication</i>	Uploading on the APIC website or Intranet
<i>Disseminate</i>	The official announcement or circulation to APIC stakeholders of a new policy or one which has undergone significant revision.

#### 4. Policy Statement

APIC is established and governed by the *Corporations Act 2001*, the principal legislation regulating companies in Australia, and the APIC constitution. It regulates matters such as the formation and operation of companies including the conduct of officers. APIC is also governed by the acts and legislative frameworks that regulate the Higher Education sector: the *Tertiary Education Quality Standards Agency Act 2011*; *Higher Education Standards Framework (Threshold Standards) 2021*; the *Education Services for Overseas Students Act 2000*, the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018* and *Higher Education Support Act (HESA Act) 2003*. Policies, procedures, and guidelines complement these Acts by:

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

#### 5. Approval Authority

Policies can only be approved by the Board of Directors (governance), Academic Board (academic matters), or CEO (operational) and minor amendments.

##### 5.1 Board of Directors

The powers and functions of the Board of Directors include establishing policies relating to the governance of APIC as well as oversight of the academic activities, as detailed in the *APIC Constitution* and the *APIC Governance Charter*. The Board of Directors delegates the responsibility for academic-related matters to the Academic Board. Governance policies approved by the Board of Directors typically relate to:

- a. Statutes, regulations, and standing resolutions
- b. Strategic positioning
- c. Risk management
- d. Fiduciary responsibility
- e. Delegations of authority
- f. Legislative and regulatory compliance
- g. Well-being and safety
- h. Grievances and appeals
- i. Financial responsibility

##### 5.2 Academic Board

Under delegation from the Board of Directors, academic policies are approved by the Academic Board. Academic policies typically include:

- a. Academic quality assurance and standards
- b. Quality of learning and teaching
- c. Course design, approval, delivery, and review
- d. Assessment, progression, entry requirements
- e. Scholarship, Research, Research Training

Minor amendments to academic policies may be approved by the Dean for noting to the Academic Board and recorded in the APIC Policy Register.

### **5.3 Chief Executive Officer**

The Board of Directors delegates to the CEO, the responsibility as detailed in *APIC Delegations Authority Policy and Delegations Authority Register* for the efficient conduct of the APIC's day-to-day operations. The APIC Executive Management Group under the leadership of the CEO collectively plans, organises, and manages the operations upholding operational priorities, plans, policies, and directions given by the Board of Directors and the Academic Board. Operational policies approved by the CEO typically include Staffing, Marketing, Agents, Fees, and Refunds. Minor amendments to all policies (except academic policies) may also be approved by the CEO and notified to the respective board.

## **6. Policy Development, Approval, and Review**

### **6.1 Policy Development and Approval**

A policy should be valid for at least 2 years unless operational reasons warrant changes. The creation of a new policy or significant revision of an existing policy will be necessary for several reasons including:

- a. changes to legislation
- b. changes to the higher education regulatory framework
- c. changes in the strategic direction of APIC
- d. outcomes of reviews and audits
- e. alignment with other ECA Institutes of Higher Education
- f. scheduled review

All policies are reviewed every 2-3 years. Shorter review periods may be necessary if a policy is rather complex or addresses new operational areas. The following matters must be considered when a new policy is developed, or an existing policy is reviewed:

- a. relevant government policy, legislation, and regulation
- b. existing APIC policies to ensure that there is no policy overlap and to ensure consistency of style
- c. the implementation of the policy in practice and resource implications
- d. improvements based on the stakeholders' feedback and review of the policy outcomes
- e. the applicability of the policy to differing circumstances
- f. relationship with existing policies and government legislation
- g. development of a supporting procedure

### **6.2 Version Control**

All policies are version-controlled. Version 1 is the original version when the policy is first approved by the approval authority. When a policy is first approved it will become version "1.0". Minor amendment to version 1.0 will be version 1.1 and so on. This remains valid till the next major revision and approval in which case the version will be 2.0 and so on. The version control table with the summary of changes will be at the end of each policy. All superseded policies shall be archived and be accessible through the General Manager, Higher Education Quality (GMHEQ) in the archive folder for historical reference. The GMHEQ shall maintain a register of all approved policies, guidelines, procedures, and forms which shall record:

- a. the title of the policy and procedure or guidelines or form;
- b. the current version and date approved;
- c. the document owner;
- d. approval authority; and
- e. the next review date;
- f. Relevant stakeholders (for dissemination purposes).

### 6.3 Policy Review and Approval Process

It is expected that all policies are developed and written by a small team of relevant staff and that the draft of a new or revised policy is communicated to those who are directly affected by the policy statement. A draft of the new or revised policy is circulated for comment to the functional managers, quality team, stakeholders, and those most impacted by the proposed policy or revision. Recommended policies are then submitted to the quality team to manage final approval from the respective *Approval Authority*.

## 7. Dissemination, Publication, and Implementation

### 7.1 Policy Dissemination

The current versions of all policies must be easily accessible to all relevant stakeholders. It is also important that relevant stakeholders are advised when an existing policy is revised, or a new policy is developed. Staff and students will be initially familiarised with current policies and where to access them through staff induction and student orientation. All policies with major changes to the policies will be disseminated through emails or executive management meetings, and staff meetings, with a summary of changes and a hyperlink to the location of the new or revised document.

### 7.2 Policy Publication

Once a policy has been approved and disseminated, the *APIC Policy Register* is updated, and the policy is published on the APIC Website or on the Staff SharePoint.

### 7.3 Policy Implementation

APIC's policies, procedures, and guidelines will be implemented with oversight from the relevant Document Owner. They are put into practice fairly and consistently across all campuses and courses.

## 8. Related Documents

- a. Constitution
- b. Delegations Authority Policy
- c. Delegations Authority Register
- d. Governance Charter
- e. Policy Register
- f. Quality Framework

## 9. Version Control

<b>Document ID</b>	<b>QF034</b>
<b>Category</b>	Governance
<b>Document Owner</b>	General Manager Higher Education Quality (GMHEQ)
<b>Approved By</b>	Board of Directors

Version	Summary of Changes	Approval Date	Review Date
1.0	New Policy	14 Nov 2019	20 Nov 2021
2.0	Revisions to harmonise other ECA Institutes of Higher Education, Re-worded Section 6.3	10 December 2021	10 December 2023
2.1	Minor changes to job titles and extension of review date	CEO 11 July 2023	11 July 2024
2.2	Minor updates approved by CEO	7 August 2023	11 July 2024
2.3	Updated from the Quality Framework	18 August 2023	7 August 2025