



Policy and Procedure Framework

1. Preliminaries

Commencement

1.1 This policy and procedure commenced on 1 April 2024

Purpose

1.2 This framework establishes the principles and standards underpinning the development, approval, implementation, communication and review of policy and policy documents at the Australian Guild of Education (“AGE”) in accordance with the Higher Education Standards Framework (Threshold Standards) 2021 and the long-term objectives of AGE.

Application

1.3 This Framework applies to all AGE 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*.

3. Policy Statement

Principles

3.1 This Framework is based on the following principles:

- a. that a robust and definitive policy framework is integral to AGE’s overall quality management and continuous improvement activities; and
- b. that activities relating to AGE policies are supported by clear processes to ensure they are undertaken consistently.

Aims

3.2 AGE's Policy Framework exists to:

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

Development Principles

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

- a. consistency with legal requirements and standards of higher education;
- b. consistency with existing policies and processes;
- c. a clear and demonstrable academic or business need;
- d. the extent to which they support AGE's objectives and operations;
- e. the consequences in terms of administration for organisational units, groups and individuals.

Required Standards

3.4 All policy documents and supporting material at AGE must:

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

Development and Approval Process

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

3.6 Proposals for new or modified policy documents are normally instigated by the relevant organisational unit or committee.

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

3.8 The categories for policies and procedures are as follows:

3.8.1 Academic

3.8.2 Administrative

3.8.3 Governance

3.9 The required authorities and delegates for policy development or change and approval are listed in the *Delegations Register*.

3.10 Preliminary approval from the delegate is required before a new policy or an amendment to an existing policy can proceed.

3.11 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.

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

3.13 Draft documents are submitted to the required authority/delegate as listed in the *Delegations Register*. All approvals must be appropriately documented.

3.14 After approval the documents are to be updated to reflect the approval date.

3.15 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.

Implementation and Communication

3.16 Stakeholders must be advised of new or substantially revised policies as soon as possible.

3.17 Where students are affected by policy changes a communication plan will be

required as part of the
submission.

3.18 An implementation plan regarding any potential impact will be developed by the policy administrator or their delegate.

3.19 All policies will be listed in the Policy Register and made available on the policy webpage.

Review and Maintenance

3.20 All policy documents will be reviewed as specified in the policy document usually three years from the date of changes.

3.21 Reviews may be undertaken prior to the set review date if warranted by a change of circumstances or regulatory requirements.

3.22 Policy documents remain in force unless formally revoked by the Board of Directors or required authority/delegate or are otherwise superseded.

4. Responsibilities

4.1 AGE's Board of Directors has oversight for the development of policies and procedures.

4.2 The Board of Directors delegates approval for some area-specific policies as outlined in the *Delegations Register*.

5. Procedures

N.A.

6. Related Legislation and Documents

AGE Documents

6.1 The following documents are related to this policy and procedure:

- 6.1.1 Delegations Register
- 6.1.2 Quality Assurance Framework
- 6.1.3 Document Register

Applicable External Standards and Codes

6.2 This policy and procedure complies with the following standards and codes:

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

7. Feedback

7.1 AGE staff and students may provide feedback about this document by emailing support@guildmusic.edu.au for such feedback to be incorporated into a future review.

8. Document Control

Approval Review	Details
Governing authority	Board of Directors
Responsible officer	CEO
Endorsed by	Board of Directors
Date of approval	22 March 2024
Date of effect	1 April 2024
Formatting Update	NA
Review date	1 April 2027
Version	V1 Est 2024