



POLICY

Developing, Reviewing and Implementing Policies Policy

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1. Purpose

1.1 Background

This policy provides a structured approach for the creation, development, approval, and implementation of policies at Australian Guild of Education Pty Ltd (AGE). It ensures that all policies are aligned with AGE's strategic goals, ethical standards, and legal requirements, and are developed according to a standardised framework.

1.2 Objectives

The objectives of this policy are:

- To ensure all policies are created in compliance with relevant legislation, including the Corporations Act 2001, Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act), Higher Education Standards Framework (HESF), Higher Education Support Act 2003 (HESA Act), Education Services for Overseas Students Act 2000 (ESOS Act), and Victorian and Australian Federal laws.
- To establish a consistent approach to policy development that aligns with AGE's values of integrity, transparency, and ethical conduct.
- To promote clarity, consistency, and accountability in policy application across all AGE activities.

2. Scope

2.1 Applicability

This policy applies to all staff, contractors, and governing bodies at AGE involved in the development, approval, and implementation of policies. It is applicable to all policies that guide AGE's academic, administrative, and operational functions.

2.2 Exclusions

This policy does not cover procedures or processes that are operational in nature and will be covered under the relevant procedural documents.

3. Definitions

3.1 Key Terms

Policy: A formal statement of principles and rules governing decision-making, behaviour, or actions within AGE.

Procedure: Detailed steps required to implement a policy or process.

3.2 Acronyms

- **BoD:** Board of Directors
- **QARC:** Quality and Risk Committee
- **HESF:** Higher Education Standards Framework
- **TEQSA Act:** Tertiary Education Quality and Standards Agency Act 2011

4. Policy Statement

4.1 Principles

AGE is committed to developing and implementing policies that:

- Uphold its values of integrity, accountability, compassion, and service.
- Reflect best practices in higher education policy development, aligned with TEQSA guidance and professional standards.
- Ensure compliance with all relevant legislation, including corporate, educational, and international regulations.

4.2 Commitments

AGE commits to ensuring that all policies:

- Are reviewed regularly to ensure alignment with current legislation and institutional strategy.
- Are developed in a manner that is inclusive, considering input from relevant stakeholders.
- Promote transparency and fairness in decision-making processes.

5. Responsibilities

5.1 Individual Roles

- **CEO:** Oversees policy development and ensures that policies are in line with AGE's strategic objectives and legal requirements.
- **Quality and Risk Director:** Ensures that policies comply with regulatory frameworks, including the TEQSA Act, HESF, and the ESOS Act.
- **Academic Director:** Provides input on policies related to academic governance, learning, and teaching.
- **Chair of Relevant Committees:** Responsible for approving draft policies and ensuring alignment with the committee's scope of governance.

5.2 Committee Roles

- **BoD:** Approves policies after review and endorsement by the appropriate committees.
- **QARC:** Ensures that policies related to risk management, compliance, and quality assurance are fully compliant with regulatory standards.
- **Academic Board:** Oversees academic-related policies and ensures they align with the HESF and National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code).

5.3 Reporting Requirements

Regular reports on policy development and reviews will be submitted to the BoD for oversight and approval.

6. High Level Procedures

6.1 Overview

The development of any new policy follows a structured process that begins with identifying the need for the policy, drafting, consultation with stakeholders, and final approval by the appropriate committee and the BoD.

6.2 Key Steps

- Identify the need for a policy based on strategic, regulatory, or operational requirements.
- Draft the policy using the standardised AGE Policy Outline.
- Consult relevant stakeholders (e.g., Academic Director, Quality and Risk Director, CEO).
- Present the draft to the relevant committee for review and feedback.
- Submit the final policy to the BoD for approval.

6.3 Responsibilities and Authorities

- **CEO:** Oversees the entire process.
- **Each Committee Chair:** Responsible for ensuring that the policies relevant to their committee are properly developed and reviewed.
- **Secretary of the Committee:** Ensures that all documentation related to policy development is recorded and archived.

7. Compliance and Monitoring

7.1 Compliance Measures

All policies must adhere to the standards set by the HESF, TEQSA Act, ESOS Act, and the Corporations Act 2001. The Quality and Risk Director will oversee compliance measures.

7.2 Monitoring Methods

Policies will be reviewed annually by the relevant committees to ensure ongoing compliance with legislative and institutional requirements.

7.3 Consequences of Non-Compliance

Failure to adhere to approved policies may result in disciplinary action, operational review, or risk mitigation measures as deemed necessary by the BoD or relevant committee.



8. Related Documents

Document	Details
Internal Documents	<ul style="list-style-type: none">- Governance Charter- Compliance Framework- Quality Assurance Framework
External References	<ul style="list-style-type: none">- TEQSA Act 2011- HESF (Threshold Standards) 2021- ESOS Act 2000

9. Review and Revision

Review Aspect	Details
Review Schedule	Every two years or as required by legislative changes.
Revision History	Version 1.0 (Initial Version)

10. References

10.1 Legislation

Legislation	Reference and Hyperlink
Corporations Act 2001	Corporations Act 2001 - Section 180
TEQSA Act 2011	TEQSA Act 2011 - Section 59
HESF (Threshold Standards) 2021	HESF 2021 - Section 6.1
ESOS Act 2000	ESOS Act - Part D

10.2 Guidelines

Guidelines	Reference and Hyperlink
TEQSA	TEQSA Corporate Governance
TEQSA	TEQSA Course Approval, Design, and Delivery
TEQSA	TEQSA Risk Assessment Framework

10.3 Standards

Standards	Reference and Hyperlink
HESF	HESF - Section 6.1
National Code	National Code - Part D



11. Approval and Endorsement

Authority	Details
Endorsing Committee	Learning and Teaching Committee
Approval Authority (for version 1 only)	Board of Directors
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Date of Commencement	1 April 2024

12. Document Control

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