



## Procedure for Developing, Reviewing, and Implementing Policies

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*This Procedure is for the Policy: Policy on Policies*

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## 1. Purpose

This procedure outlines the step-by-step process for the development, review, approval, and implementation of policies at Australian Guild of Education Pty Ltd (AGE). It ensures compliance with relevant legislative and regulatory requirements and alignment with AGE's values and strategic objectives.

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## 2. Scope

This procedure applies to all staff, committees, and governing bodies at AGE involved in policy development and implementation, including:

- CEO
  - Quality and Risk Director
  - Academic Director
  - Chair and Secretary of relevant Committees (Board of Directors, QARC, Academic Board)
  - All AGE Committees
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## 3. Responsibilities

### 3.1 CEO

- Overall responsibility for ensuring that all policies align with AGE's strategic objectives and are compliant with legal and regulatory requirements.
  - Oversees the policy development process and ensures that the procedure is followed.
  - Approves timelines and resource allocation for policy development.
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### 3.2 Quality and Risk Director

- Primary role in ensuring all policies are compliant with relevant legislation, including the TEQSA Act, HESF, Corporations Act, and ESOS Act.
  - Reviews all draft policies for compliance and quality assurance.
  - Liaises with external legal counsel if necessary, to ensure compliance with all applicable laws.
  - Works closely with relevant committees to ensure risk management considerations are incorporated into policies.
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### 3.3 Academic Director

- Responsible for academic governance in the development of policies related to teaching, learning, curriculum, and student matters.
  - Reviews policies for academic compliance, ensuring alignment with the HESF and academic quality standards.
  - Collaborates with relevant staff and committees to provide insights during the drafting process of academic policies.
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### 3.4 Chair and Secretary of Relevant Committees

- Ensure that the appropriate review and consultation processes are followed for all policies under their committee's scope.
  - Ensure accurate minutes and documentation related to policy approval are recorded and archived.
  - Chairs are responsible for guiding discussions during committee meetings on policy drafts and updates.
  - Secretaries manage the dissemination of documents and ensure deadlines are met in accordance with the review schedule.
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### 3.5 Committees Involved

- **Board of Directors (BoD):** Holds final approval authority for all policies once they have been reviewed and endorsed by relevant committees.
- **Quality and Risk Committee (QARC):** Responsible for reviewing all policies related to compliance, risk management, and operational quality assurance.
- **Academic Board:** Oversees academic policies related to teaching, learning, assessment, and student engagement. Endorses policies before BoD approval.

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## 4. Detailed Procedure

### 4.1 Policy Development (Initiation Stage)

#### Identify Policy Need:

- **Who:** Staff, Committees, or the CEO may identify the need for a new policy or the update of an existing one based on internal audits, legislative changes, or operational needs.
- **When:** As soon as a requirement is recognized, the initiator informs the CEO and relevant Committee Chair.
- **Document:** The need should be recorded in the Policy Development Log maintained by the Secretary of the relevant committee.

#### Assign Responsibility:

- **Who:** The CEO assigns the task of drafting the policy to the Quality and Risk Director and Academic Director (if academic-related), who will work with the relevant team or committee.
- **When:** Assignment should take place within 5 business days after the need is identified.
- **Document:** Drafting responsibilities are entered into the Policy Development Log.

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### 4.2 Drafting Stage

#### Initial Drafting:

- **Who:** The Quality and Risk Director leads the drafting process, working closely with relevant team members or subject matter experts (SMEs).
- **When:** The first draft should be completed within 15 business days of assignment, unless otherwise specified by the CEO.
- **What:** Use the AGE Policy Outline to ensure consistency and compliance with legislative requirements. Incorporate feedback from stakeholders as necessary.

#### Review of Initial Draft:

- **Who:** The Academic Director reviews the draft if it is related to teaching, learning, or student affairs.
- **When:** Review should take place within 5 business days of receiving the draft.
- **What:** Ensure that all regulatory requirements (e.g., TEQSA, HESF) are considered in the policy. Ensure the draft meets the operational needs of AGE.

#### Compliance Check:

- **Who:** The Quality and Risk Director checks for compliance with all relevant legislation, including the Corporations Act, TEQSA Act, HESF, ESOS Act.
- **When:** Compliance check must be completed within 5 business days after the initial review by the Academic Director (if applicable).

#### Amendments:

- **Who:** The drafting team, led by the Quality and Risk Director, will make necessary amendments following the reviews.



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- **When:** Amendments should be completed within 5 business days of receiving feedback.

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### 4.3 Committee Review and Endorsement Stage

#### Presentation to Relevant Committee:

- **Who:** The Chair of the relevant committee (e.g., Academic Board, QARC) presents the draft policy to the committee for discussion and review.
- **When:** The policy must be tabled at the next committee meeting following the completion of the draft.
- **What:** The committee reviews the policy to ensure it is compliant, aligned with strategic objectives, and addresses risk appropriately.

#### Committee Feedback:

- **Who:** The committee provides detailed feedback on the policy draft.
- **When:** Feedback should be provided within 7 business days of the meeting.
- **Document:** All feedback must be documented in the Policy Feedback Register by the Secretary.

#### Policy Revision (if needed):

- **Who:** The Quality and Risk Director and drafting team revise the policy based on committee feedback.
- **When:** Revisions must be completed within 10 business days following committee feedback.
- **Document:** Revised policies should be resubmitted to the Chair for final endorsement before submitting to the BoD.

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### 4.4 Final Approval Stage

#### Submission to Board of Directors:

- **Who:** The Chair of the relevant committee submits the final version of the policy to the BoD for approval.
- **When:** Submission must occur within 5 business days of committee endorsement.
- **Document:** All policies for approval must be entered into the BoD Policy Review Register.

#### Approval:

- **Who:** The BoD reviews and approves the policy.
- **When:** Approval should occur at the next BoD meeting.
- **Document:** The Secretary of the BoD records the approval date in the Policy Register.

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### 4.5 Implementation Stage

#### Dissemination:

- **Who:** The Quality and Risk Director ensures the policy is uploaded to the AGE policy repository and communicated to all relevant staff and stakeholders.
- **When:** Within 5 business days of BoD approval.
- **Document:** A communication log must be kept, recording all individuals and teams who receive the policy.

#### Training:

- **Who:** The Academic Director (for academic policies) or Quality and Risk Director (for non-academic policies) ensures that staff receive the appropriate training on the new policy.
- **When:** Training must occur within 15 business days of policy dissemination.
- **Document:** Training attendance is logged in the Staff Training Register.

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## 4.6 Monitoring and Review Stage

### Monitoring:

- **Who:** The Quality and Risk Director monitors compliance with the policy.
- **When:** Monitoring should be continuous and recorded during quarterly reviews.
- **Document:** Issues identified are logged in the Policy Compliance Register.

### Annual Review:

- **Who:** All policies are reviewed annually by the relevant committees and approved by the BoD.
- **When:** Review occurs on the policy anniversary date or earlier if required by legislative changes.
- **Document:** Revisions and updates are logged in the Policy Review Register.

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## 5. Timeframes Overview

- **Policy Drafting:** 15 business days
- **Review and Compliance Check:** 5 business days each
- **Committee Feedback:** 7 business days
- **BoD Approval:** Next scheduled meeting
- **Policy Implementation:** 5 business days
- **Staff Training:** 15 business days after dissemination