Policy Framework – Higher Education

Web Link	
Category	Governance
Version	1.0
Policy Contact	Director of Academic Programs
Approving Authority	Academic Governance Board
Endorsing Authority	Executive Leadership Capability Advisory Committee (ELCAC)
Approval Date	1.7.23
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Review Date	1.7.26
Related Documents	Administration Guidelines 2012
	Australian Qualifications Framework (2013 and updates)
	AIPM's Governance and Delegation Policy
	Higher Education Provider Guidelines 2012
	Higher Education Standards Framework (Threshold Standards) 2021
	Higher Education Support Act 2003
	Higher Education Support (Fit and Proper Person) Instrument 2019
	Policy and Procedure Register
	Tertiary Education Quality and Standards Agency Act 2011

1.   Purpose

1.1.   This Policy Framework ("the Framework") of the Australian Institute of Police Management (AIPM) serves to guide the development, approval, implementation, maintenance, and review of the AIPM's higher education frameworks, codes of conduct, policies, procedures, and guidelines by setting the standards required to ensure consistency and quality.

2.   Scope

2.1.   This Framework applies to all AIPM higher education frameworks, codes of conduct, policies, procedures, and guidelines, and to all staff of the AIPM who are engaged in developing, approving, implementing, maintaining, reviewing, and retiring such documents.

3.   Policy Principles

3.1.   The following statement of principles guides the AIPM's Policy Framework for higher education:

3.1.1. All AIPM frameworks, codes of conduct, policies, procedures, and guidelines must be developed in a consistent and transparent manner, in accordance with the requirements in this framework.

3.1.2. The AIPM ensures all frameworks, codes of conduct, policies, procedures, and guidelines are developed and implemented to:

- embed principles for the operation of the AIPM consistent with legislative and regulatory requirements
- promote behaviours and practices in line with the AIPM's objectives and values
- achieve a consistent approach across the AIPM to essential activities.

3.1.3. New frameworks, codes of conduct, policies, procedures, and guidelines will only be introduced when a valid need arises, and policies and procedures will be consolidated where possible.

3.1.4. All frameworks, codes of conduct, policies, procedures, and guidelines must be user focused and drafted in a clear, concise, and logical manner.

3.1.5. All frameworks, codes of conduct, policies, procedures, and guidelines will be regularly reviewed to ensure their currency and accuracy and benchmarked against best practice in the industry.

4. Policy Statements

4.1. Documents Hierarchy

Frameworks, codes of conduct, policies, procedures, and guidelines are significant components of the governance and regulatory framework for the stewardship of higher education at AIPM. The Governing Documents Hierarchy diagram (Figure 1) illustrates the order of importance of AIPM's frameworks, codes of conduct, policies, procedures, and guidelines.

The document hierarchy requires that each document lower in the hierarchy must relate to, and be consistent with, a document higher in the hierarchy.

Where two documents in the hierarchy are in conflict, the document higher in the hierarchy takes precedence.
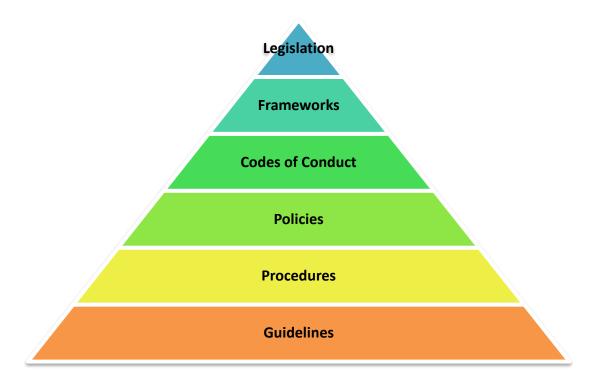
Figure 1: Governing Documents Hierarchy

4.2.   Document Categories

There are three categories of documents — governance, academic and operational:

- *Governance documents:* these are documents that underpin the AIPM's governance and compliance with legislative and regulatory obligations.

- *Academic documents:* these are documents that underpin the academic business at the AIPM and related to facilitating students and academic and professional staff in learning, teaching and research activities.

- *Operational documents:* these documents relate to the AIPM's business, operational and non-academic functions.

4.3.   Policy Approval and Endorsement Pathways

The designated authority to approve, endorse, amend, or rescind frameworks, codes of conduct, policies, procedures, and guidelines is set out in Table 1.

Category	Type	Approval	Endorsement
Governance	Framework, Code of Conduct, Policy and Procedure	Academic Governance Board	Executive Leadership Capability Advisory Committee (ELCAC)
	Guidelines	Head of School	Academic Governance Board
Academic	Framework, Code of Conduct and Policy	Academic Governance Board	Executive Leadership Capability Advisory Committee (ELCAC)
	Procedure and Guidelines	Director Academic Programs	Head of School
Operational	Framework, Code of Conduct and Policy	Head of School	Academic Governance Board
	Procedure and Guidelines	Director Academic Programs	Head of School

Table 1: Policy Approval and Endorsement Pathways

4.4.   Document Owner

The suite of documents referred to in the Policy Framework are the responsibility of the Director of Academic Programs who is responsible for implementing the framework, code of conduct, policy, procedure, or guideline. The Director of Academic Programs also directs the development of new documents and leads the review of current documents following the review cycle (described in section 4.5 of this Framework).

4.5.   Policy and Procedure Review Cycle

All frameworks, codes of conduct, policies, procedures, and guidelines undergo a comprehensive review by the Director of Academic Programs every three years. All reviewed frameworks, codes of conduct, policies, procedures, and guidelines must be presented to the authorised approver for consideration, and if appropriate, approval for implementation until the next review cycle deadline. In addition, only the authorised approver can annul any frameworks, codes of conduct, policies, procedures, and guidelines for revocation.

Further to the three-year review cycle, policies and procedures may require major or minor amendments within a cycle. Such amendments may be necessary as a result of:

- a required annual review that takes into consideration student/stakeholder survey results and an environmental scan to ensure that the AIPM remains contemporary
- changes in external legislation or regulatory requirements
- modifications to internal institutional processes.

4.6. Major and Minor Amendments

A major amendment is a significant change that affects the framework, code of conduct, policy, procedure, or guideline's purpose, scope, principles, or objectives.

A minor amendment is editorial in nature, does not change the substance and keeps intact the purpose, scope, principles, and objectives of the framework, code of conduct, policy, procedure, or guideline. A minor amendment may include correcting a grammatical error, changing a position or organisational unit title or updating the list of related documents.

Where a position or organisational unit title changes or is no longer the title that appears in a document, the nearest appropriate equivalent body or position will have the same role and/or responsibility until that policy is updated.

Minor amendments to frameworks, codes of conduct, policies, procedures, and guidelines can be approved by the authorised approver as nominated in the AIPM's Delegation Policy.

Significant changes must be approved by the appropriate authority as outlined in Table 1 of section 4.3 of this Framework.

4.7. Publishing

All approved frameworks, codes of conduct, policies, procedures, and guidelines must be available to the AIPM's governing body, its subcommittees, and staff. These are published at an appropriate location accessible to all the relevant stakeholders.

All student-related frameworks, codes of conduct, policies and procedures must be published publicly on the AIPM's website. Such documents must always be accessible to prospective and current students. In addition student-specific guidelines must be available to current students once they are enrolled in AIPM.

5. Procedure

5.1. Development and Review of Policies and Procedures

The Document Owner will utilise the appropriate template and adhere to the template structure when developing new frameworks, codes of conduct, policies, procedures, and guidelines.

For current policies and procedures that are due for review under the three-year review cycle, the Director of Academic Programs will record all recommended changes in tracked change mode and/or as comments in the Microsoft Word version of the current document. The annotated document is presented to the authorised approver for consideration. If appropriate, approval of the proposed updates will be granted. In the case of a reviewed current document which has no recommended changes, the document will be presented to the authorised approver as is and the document will be renewed for implementation until the next review cycle deadline is due.

5.2. Benchmarking and Consultation

In developing new or reviewing current frameworks, codes of conduct, policies, procedures, and guidelines, the Director of Academic Programs will benchmark against those from other similar

institutions in the higher education sector. The Director of Academic Programs will select best practices for benchmarking and provide benchmarking outcomes to the authorised approver, if requested.

In addition, the Director of Academic Programs will consult all relevant stakeholders of the frameworks, codes of conduct, policies, procedures, and guidelines, ensuring that any feedback provided is considered in the development of a new or updating of an existing framework, code of conduct, policy, procedure, or guideline. When submitting a new or revised document for approval by the prescribed approving authority, the Director of Academic Programs must include information on consultation undertaken, including issues raised by stakeholders and how these issues were addressed.

5.3. Approval and Endorsement

The Director of Academic Programs must seek approval and endorsement (if required) from the authorised approver and endorser, respectively. Table 1 under section 4.3 of this Framework sets out the approval pathway by document category and contains information concerning when an endorsement is required.

Submissions for the approval of frameworks, codes of conduct, policies, procedures, or guidelines must:

- explain the rationale for the changes proposed or for the new document
- attest that appropriate consultation has occurred and feedback integrated as required
- stipulate the date the changes are to come into effect
- The effective date must allow for any necessary transitional arrangements, including communications and training required to implement the new or updated document.

The approving authority may:

- approve the document as submitted
- approve the document subject to requested changes being made
- request that the document be resubmitted for approval after requested concerns have been addressed
- reject the proposed document.

5.4. Communication, Training, and Implementation

When a framework, code of conduct, policy, procedure, or guideline is approved or revoked, the Director of Academic Programs is responsible for coordinating:

- the communication of this decision to the AIPM's staff, students, and other relevant stakeholders
- any training needs for the AIPM staff, students, and other relevant stakeholders
- overseeing implementation of any changes
- the publishing of the document in the appropriate location for staff and, where applicable, students.

The Director of Academic Programs may delegate these duties but is ultimately responsible for ensuring that they are carried out effectively and within a reasonable timeframe.

5.5. Review and Revocation

The Director of Academic Programs will review all current frameworks, codes of conduct, policies, procedures, and guidelines at the end of the three-year review cycle and ensure the authorised approver considers them for implementation over the successive review cycle.

Reviews must address as a minimum:

- changes to legislation or regulatory requirements
- interrelationships with other documents
- consultation with key stakeholders
- the effectiveness of the document in its implementation, as measured through evaluation activities including but not limited to surveys, committee feedback and data reports
- best practice against other similar institutions.

Within a review cycle, the Director of Academic Programs is responsible for administering any required major or minor amendments and will ensure these are approved following the rules outlined in section 4.6 of this Framework.

If a framework, code of conduct, policy, procedure, or guideline requires revocation, the document must be presented to the authorised approver for annulment by the Director of Academic Programs.

5.6. Records Management

The Director of Academic Programs is responsible for recording and updating the details of a framework, code of conduct, policy, procedure, or guideline in the Policy and Procedure Register and ensure that these details are accurate and up to date.

At the end of each framework, code of conduct, policy, procedure, or guideline, a version control table is maintained. The following rules describe how the version control table is updated:

- Newly approved documents start at 1.0.

- Following a review or major amendment approved by the authorised approver, the version number will increase by one to the left of the full stop, e.g., 1.0 to 2.0.

- Following a minor amendment approved by the authorised approver, the version number will increase by one to the right of the full stop, e.g., 1.0 to 1.1.

- The amendment description section must clearly state the reason for the change in version and describe if this is due to a cyclical review, major amendment, or minor amendment.

6.   Definitions

Codes of Conduct are documents that express the behaviour that is expected and necessary to meet the core values and obligations of the AIPM. Compliance with codes of conduct is mandatory.

Frameworks are documents that provide conceptual structure defined by the governance of an organisation to set out policies within an institution. Compliance with frameworks is mandatory.

Guidelines are internal documents of the AIPM that provide detail and context for matters that are generally the subject of the AIPM's legislative obligations, or a policy or procedure. Guidelines provide a

pathway for staff and students to follow. Compliance with guidelines is not mandatory; however, staff and students are strongly encouraged to comply with guidelines wherever possible. This definition does not apply to external legislative guidelines.

Policies specify the official position of the AIPM about its operations. Policies are statements of mandatory rules and principles that guide decision-making by setting expectations on how the AIPM conducts its activities. A policy is normally accompanied by a procedure, although it is possible not to have a supporting procedure where the policy is sufficiently comprehensive.

Procedures are mandatory operational statements that outline the practical steps required to implement policies.

Staff includes continuing, fixed-term, casual, affiliate and visiting staff associated with the learning, teaching and scholarly activities of the AIPM.

REVISION HISTORY				
Version	Endorsed By	Approved By	Approval Date	Description of changes
1.0	ELCAC	AGB	1.7.23	New document.