



IONA COLLEGE
TRINITY

TEQSA Provider ID PRV14376 • CRICOS Provider Code 04294D

Policy Development and Review Policy and Procedure

Approved by the Board of Directors on 24 February 2022

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1. Purpose

This policy sets out processes and identifies responsibilities for the development, implementation, review, and improvement of policies and their supporting documents within Iona Trinity College of Higher Education (**the College**).

A framework of policies and associated documents is essential for ensuring all stakeholders understand the College's approach to its higher education operations and academic activities, and its obligations under the regulatory framework.

2. Scope

This policy applies to:

- All staff
- Members of the College's Governing Bodies, and
- All policy and their supporting documents.

3. Policy

3.1 Principles

The College's policies will:

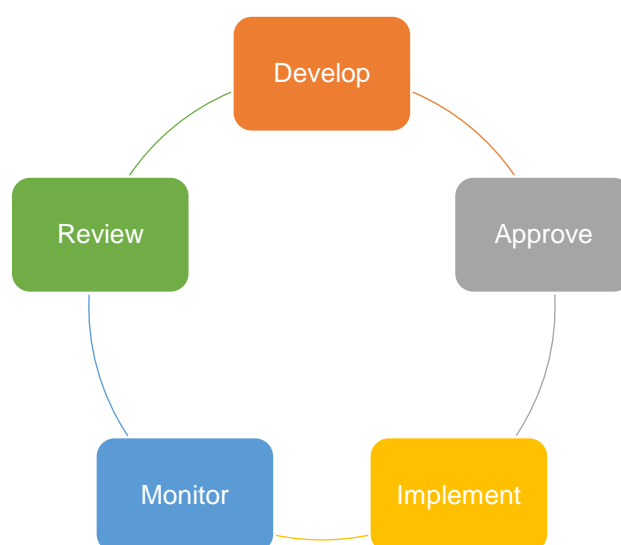
- Clearly identify responsibilities for policy management
- Have adequate coverage, and are current and relevant to the College's activities
- Be designed with the interests of students and staff in mind
- Reflect the College's strategic vision and mission, legislative and regulatory requirements and sector best practice
- Be readily and easily accessible to stakeholders
- Be developed using the approved template at Appendix 1 of this Policy and Procedure
- Be distributed to all staff who are responsible for understanding, complying with and implementing the College's policies, and
- Regularly reviewed for effectiveness and improved based on stakeholder feedback

4. Procedure

4.1 Policy Cycle

The College's policies follow the cycle depicted in Figure 1 and elaborated on below.

Figure 1. Policy Cycle



Develop

The following scenarios may result in a new policy or revisions to an existing policy:

- Changes to higher education legislative or regulatory requirements
- Changes to other legislation or regulatory requirements
- Changes to the external operating environment
- Changes to internal operating procedures
- Change of policy direction initiated within the College

Policies are to be developed by a Governing Body or an individual nominated by a Governing Body.

The following are to be considered when developing policies:

- Relevance to government policy, legislation and regulation
- Existing policy provisions, to avoid overlap and inconsistencies
- Relevant policies from other similar higher education providers
- Practicality of applying the policy, and
- Student or staff feedback.

Relevant stakeholders will be consulted during the policy development process.

Approve

During the College's establishment phase:

- All non-academic policies must be approved by the Board of Directors, and
- All academic policies must be approved by the Academic Board.

	<p>Upon commencement as a TEQSA registered higher education provider, the Principal may, having regard to the <i>Delegations Policy and Schedule</i>, introduce policies that are operational in nature, as and when necessary.</p> <p>Approval of a policy must be:</p> <ul style="list-style-type: none"> Formally recorded in the minutes of the relevant meeting of the Approval Body Entered into a register and a Policy Owner assigned, who will be responsible for implementing the policy <p>The Approval Body may rescind a policy in response to any of the scenarios outlined in the 'Develop' phase.</p> <p>When a policy is rescinded, this will be recorded in the Policy Register and communicated to all stakeholders. The Policy Owner is responsible for archiving the policy and ensuring it is removed from the College's website</p>
Implement	<p>The Policy Owner must ensure:</p> <ul style="list-style-type: none"> Staff responsible for implementing the policy are appropriately trained Impacted stakeholders are aware of and understand the policy requirements, Ensure the policy is easily accessible by relevant stakeholders. <p>Students and staff will be familiarised with current policies and where to access them through staff induction or student orientation. The Policy Owner will ensure that all new or reviewed policies are published on the College's website as soon as practicable and that all relevant stakeholders are advised by email of the new/revised document. The email will include a hyperlink to the internet location of the new/revised document and a contact for any questions arising from policy amendments.</p>
Monitor	<p>The Policy Owner will monitor compliance with the policy, in accordance with the <i>Framework for Compliance Management</i>, and for establishing a reporting mechanism in the College's processes.</p>
Review	<p>All policies will be reviewed within 3 years of its approval date. Review of policies could be thematic (e.g. corporate governance, operational, course related).</p> <p>The Policy Owner is responsible for initiating the policy review.</p> <p>The policy review process will consider the following:</p> <ul style="list-style-type: none"> Does the policy still reflect best practice Have there been changes in government policy, legislation, or regulation during the policy's life that now requires revisions to the policy Did the policy meet stakeholder needs, and

- Does the policy reflect current organisational structure and delegations

Outcome of the policy review process are either:

- No revisions are required, or
- Revise policy which is to be presented to the relevant Governing Body for approval.

4.2 Minor Amendments and Updates

Consequential amendments to policies may be required due to updates to position descriptions or delegations arising from changes to governance or workforce roles. These amendments may be approved by the Principal and must be noted at the next meeting of the relevant Approval Body.

Minor editorial updates that do not affect the title or substance of the policy can be approved by the delegate and do not need to be noted by the Approval Body. These typically will include:

- Administrative amendments to align existing policy with the format set out in Appendix 1
- Correction of typographical errors, and
- Changes to the title of external government departments or stakeholders.

4.3 Records

All policies are version-controlled in the version format 'n.n'. Where a policy is amended, and requires approval by the policy owner, the first digit will increase by an increment of 1. Where minor amendments are made that do not require approval by the policy owner the second digit will increase by an increment of 1.

The Policy Register will record at a minimum:

- The policy title
- The current version number of each document
- Approval body
- Approval date
- The policy owner, and
- The next review date.

5. Responsibilities

All staff are responsible for familiarising themselves with the College's policies, and complying with and implementing the College's policies.

The Principal is:

- Responsible for providing staff and students with relevant policies at induction or orientation

- Accountable to the Board of Directors for ensuring the Policy Register is accurate and current.

6. Definitions

For the purposes of this Policy and Procedure, the following terms are defined as follows:

Approval Body	The body which authorises the policy taking, or ceasing to take, effect, and is accountable for the policy outcomes
Framework	A formal statement of how policies, plans, processes and roles are coordinated to manage an area of operation or achieve an outcome. Unless otherwise specified, 'policy' includes frameworks
Governing Body	Means the Board of Directors or its sub-committees, and the Academic Board or its sub-committees
Policy	A formal statement of the approach, position or principles adopted by the College to address circumstances, governance matters, or areas of operation, and includes supporting documents such as templates, forms and registers
Policy Owner	The person responsible for implementing and reviewing the policy

7. Version History

Version #	Changes	Approval Body	Approval Date
1.0	Original Version	Board of Directors	24/02/22

8. Additional Information

Policy Status	Approved
Policy Owner	Principal
Next Review Date	3 years from Approval Date
Associated Internal Documents	Delegations Policy and Schedule Framework for Compliance Management
Higher Education Standards Framework (Threshold Standards) 2021	Standard 6.1.1, 6.1.3c, 6.2.1a, 6.2.1k and 6.3.2a
National Code of Practice for Providers of Education	

and Training to Overseas
Students 2018

Other Applicable Legislation Tertiary Education Quality and Standards Agency Act 2011
and Instruments

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9. Appendix 1: Policy Template for the College

Policy Title [Style – Title]

1. Purpose [Style – Heading 1]

2. Scope [Style – Heading 1]

3. Policy [Style – Heading 1]

3.1 Sub-heading [Style – Heading 2]

4. Procedure [Style – Heading 1]

4.1 Sub-heading [Style – Heading 2]

5. Responsibilities [Style – Heading 1]

6. Definitions [Style – Heading 1]

7. Version History [Style – Heading 1]

Version #	Changes	Approval Body	Approval Date

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8. Additional Information [Style – Heading 1]

Policy Status

Draft / Approved / Revised / Rescinded

Policy Owner

Next Review Date

Associated Internal Documents

Higher Education Standards
Framework (Threshold
Standards) 2021

National Code of Practice for
Providers of Education and
Training to Overseas Students
2018

Other Applicable Legislation
and Instruments
