# Policy Management Policy

## 1. Purpose and scope

This policy provides the framework for the development, review, approval and publication of policies, procedures and guidelines. The purpose of the policy is to establish the standard and format to ensure policy documents are accessible, consistent and current and appropriately approved

This policy applies to all academic and professional staff of KOI, involved in the development, review, approval and implementation of KOI policy documents.

## 2. Definitions

A *policy* is a strategic statement that articulates KOI’s core principles and intent and official position in relation to a decision making and operations and includes mandatory requirements and responsibilities. This category includes codes of conduct.

A *procedure* is a statement that articulates detailed roles and actions required to implement a policy in sequential order. This category includes frameworks.

A *guideline* is an advisory or explanatory statement that provides guidance on how policies and procedures are operationalised or applied. This category includes forms.

A *policy document* is the collective term for approved codes, policies, including related schedules, and appendices, procedures and guidelines.

## 3. Policy

Policies, procedures and guidelines provide the framework by which KOI communicates its values and conducts its operations. They are the basis on which members of the KOI community manage the affairs of KOI. All KOI policy documents must be developed, approved, communicated, implemented and reviewed in accordance with this Policy.

The Council makes such policies as it sees fit for the management, good governance and discipline of AIBM and to ensure that the policies are operating effectively. The Council has delegated the approval and oversight of academic policies to the Academic Board.

### *Approval*

KOI policy documents must be approved by an authorised officer in accordance with the Delegations Policy. The principal authorities with respect to policy making are the Council and the Academic Board.

All KOI policy documents must have an implementation process. Implementation often requires changes to current practices. It is the policy owner's responsibility to ensure that policy requirements are implemented consistently and that they are effectively communicated to all stakeholders.

#### *Publication*

KOI policy documents must be published on the KOI website using the approved template format. The version published on the website is the sole source of authority for approved policy documents.

Policy documents published on the KOI website will clearly state the date of approval and version and will include the following statement, ‘KOI amends its policies periodically and printed copies of this document, either in part or whole, are considered as uncontrolled and should not be relied upon as the most current document. It is the responsibility of individuals printing the document to always refer to the KOI website for the current version.’

### *Policy review*

All published policies shall be reviewed at least every three (3) years from the date of effect or the last date of review. An earlier date may be set to address business or regulatory needs. The essential purpose of a review is to examine whether the policy has achieved its objectives, remains current and is still relevant and useful to the needs of KOI.

Feedback from staff and students about content is important and valued to ensure that policies, procedures and guidelines are relevant. Feedback on existing policies can be provided at any time to the relevant policy owner or to the Director Governance, Risk and Compliance.

## 4. Principles

Policy documents:

- are made available to those who may be affected by them to allow time for comment before they are submitted for approval (except that when an amendment to a policy or procedure is of a minor nature or reflects a specific statutory requirement, the time and extent of consultation may be curtailed)
- are written in a plain English style that is concise and accessible to the intended audience
- are practical and present requirements clearly and logically in order to facilitate understanding and compliance
- are consistent with each other and comply with relevant statutory requirements that apply to KOI
- identify the roles and responsibilities of those charged with decision-making, monitoring and reporting
- have an approval authority, a review date and a designated policy owner
- are reviewed regularly and are kept up to date.

Implementation and interpretation of policy documents must ensure that:

- they are to be implemented and enacted in a fair and consistent manner, having regard to the principles and intent
- there is regard for the overall policy framework and the provisions of all relevant documents and particularly those with universal application such as the Codes of Conduct, the Delegation Policy and the Documents and Records Policy
- where an inconsistency arises, the higher order document prevails, or the approval authority for the policies must provide a determination, whichever the case may be
- formal interpretation to address a particular circumstance must be provided by the policy owner

## 5. Roles and responsibilities

The CEO and President may approve minor changes to policies on the recommendation of the policy owner where there is no material change to policy content or meaning.

The Director Governance, Risk and Compliance is responsible for maintaining the integrity and coherence of the policy framework, including providing advice on the statutory requirements and on the preparation of policy documents, their approval and publication.

The Director Governance, Risk and Compliance provides a report each year to the Council and the Academic Board on policy development, amendments and reviews undertaken during the year, highlighting any risks and mitigations to enhance coherence and ensure the effectiveness, compliance and currency of the policy framework.

The Director Governance, Risk and Compliance is responsible for the publication of approved policies on the KOI website.

The policy owner is responsible for maintaining the currency of the policy, undertaking reviews and responding to requests for clarification or interpretation. In addition, policy owners are responsible for implementing their policies, communicating their policies and monitoring their policies for compliance and integrity.

**Document control**

| | |
|---|---|
| Policy title | Policy Development and Review Policy |
| Policy owner | Director Governance, Risk and Compliance |
| Policy version date | 17 June 2022 |
| Policy approver | Council |
| Date of approval | 17 June 2022 |
| Date of implementation | 17 June 2022 |
| Date of next review | 17 June 2025 |
| Changes in this version | Full review of all sections, including policy title, definitions, standard period of review, removal of the need to retain hard copies and requirements for a disclaimer on printed versions Addition of formal templates for policy and procedures/guidelines |

*KOI amends its policies periodically and printed copies of this document, either in part or whole, are considered as uncontrolled and should not be relied upon as the most current document. It is the responsibility of individuals printing the document to always refer to the KOI website for the current version.*

*****************END OF POLICY**************

# <Policy Name>

## 1. Purpose and Scope

This Policy <include a brief description of the purpose of the policy – this should be a statement of intent>

This Policy applies to <include a statement to whom the policy applies, ie staff, students or the entire KOI community>

## 2. Related Documents

This Policy is to be read in conjunction with KOI's:

- <List relevant policies and procedures which are related to the current policy>

## 3. Definitions

| | |
|---|---|
| *<include frequently used terms>* | <include a definition for each frequently used term> <Note: expand all abbreviations and include acronyms in parenthesis for example Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) |

## 4. Policy

<If required, use the following structure within this section>:

### Major heading

***Minor heading***

<Note: Alphabetical, numbered, or bulleted lists should follow this format:

- each point starts in lowercase;
- with a semicolon at the end of each point; and
- use 'and' for the penultimate point.>

## 5. Principles

<include the General Principles which guide the Policy>

<include Major Headings and Minor Headings to demarcate sections of the Policy Document>

## 6. Roles and responsibilities

<if there is no accompanying Procedure of Guideline, include in sequential order, the roles and responsibilities for the actions required to implement the policy. This information is not required if a procedure accompanies the policy>

<if there is an accompanying Procedure or Guideline, include a statement 'Roles and responsibilities are outlined in the XX Procedure and/or Guideline.' in this section>

## 7. Associated Information

<List any relevant legislation or standards, key related documents, forms, or website links>

**Document control**

| | |
|---|---|
| Policy title | <Name of Policy> |
| Policy owner | <Policy Owner as defined by Policy Review and Development Policy> |
| Policy version date | <Date of approval> |
| Policy approver | <Approval authority as specified in the Delegations Policy> |
| Date of approval | <Include date of approval by approval authority> |
| Date of implementation | |
| Date of next review | <3 years from date of approval or review> |
| Changes in this version | <List sections and material changes of significance> |

*****************END OF POLICY**************

# <Procedure/Guideline Name>

## 1. Purpose and Scope

This Procedure/Guideline <include a brief description of the purpose of the document – this should refer to any overarching Policy or Code, for example: This procedure supports the implementation of the Academic Advising and Student Support Policy>

This Procedure/Guideline applies to <include a statement to whom the policy applies, ie staff, students or the entire KOI community>

## 2. Related Documents

This Procedure/Guideline is to be read in conjunction with KOI's:

- <List relevant policies and procedures which are related to the current document>

## 3. Definitions

| | |
|---|---|
| *<include frequently used Terms>* | <include a definition for each frequently used term> <expand all abbreviations and include acronyms in parenthesis for example Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)<br><br><Note: If the related defines terms refer to refer to that Policy in this section, for example: Definitions of key terms used in this Procedure/Guidelines are prescribed in the Academic Advising and Student Support Policy> |

## 4. Procedure/Guideline

<If required, use the following structure within this section:>

### Major heading

***Minor heading***

<Note: Alphabetical, numbered, or bulleted lists should follow this format:

- each point starts in lowercase;
- with a semicolon at the end of each point; and
- use 'and' for the penultimate point.>

## 5. Roles and responsibilities

<include Major Headings and Minor Headings to demarcate sections of the document>

<include in sequential order the roles and responsibilities for the actions required to implement the procedure>

## 6. Associated Information

<List any relevant legislation or standards, key related documents, forms, or website links>

**Document control**

| | |
|---|---|
| Policy title | <Name of Procedure or Guideline> |
| Policy owner | <Policy Owner as defined by Policy Review and Development Policy> |
| Policy version date | <Date of approval> |
| Policy approver | <Approval authority as specified in the Delegations Policy> |
| Date of approval | <Include date of approval by approval authority> |
| Date of Implementation | |
| Date of next review | <3 years from date of approval or review> |
| Changes in this version | <List sections and material changes of significance> |

*****************END OF POLICY**************