

Policy Management Policy

1. Purpose and Scope

This Policy establishes the framework for the development, review, approval, publication and management of policy documents at King's Own Institute (KOI).

The purpose of this Policy is to ensure that KOI policy documents are clear, current, consistent, accessible, appropriately approved and aligned with KOI's legal, regulatory, governance and operational requirements.

This Policy applies to all staff involved in the development, review, approval, implementation or administration of KOI policy documents.

2. Definitions

Policy

A formal statement of principles, requirements or rules approved by an authorised body or officer to guide governance, decision-making or operations.

Procedure

A document that sets out mandatory processes, actions or responsibilities required to implement a Policy.

Guideline

A supporting document that provides guidance or recommended practices to assist implementation of a Policy or Procedure.

Policy Document

Any approved policy, code, charter, framework, procedure, guideline, schedule, standard, register or related governance document.

Policy Owner

The position responsible for maintaining the currency, implementation and effectiveness of a Policy Document.

3. Policy Framework

KOI maintains a structured policy framework to support effective governance, regulatory compliance and operational consistency.

Policy Documents must:

- be written in clear and practical language;
- be consistent with higher order governing documents and applicable law;
- identify an approval authority, policy owner and review date;
- be accessible to relevant stakeholders;
- support accountability and effective decision-making; and
- be reviewed periodically to maintain currency and effectiveness.

Where inconsistency arises between Policy Documents, the higher order document prevails unless otherwise determined by the relevant approval authority.

4. Policy Development and Approval

4.1. Policy Document Development

Policy Documents must be developed using approved institutional templates and in consultation with relevant stakeholders, where appropriate.

Development of Policy Documents must occur in accordance with applicable governance charters, policies, terms of reference, frameworks and other approved arrangements.

Non-academic policies must be reviewed by the Audit and Risk Committee who shall then recommend such policies to the Council for approval.

Academic policies and related Policy Documents approved by the Academic Board or recommended by the Academic Board for approval by the Council shall be provided to the Audit and Risk Committee in order that the status of these Policy Documents may be monitored.

Policy Documents, other than Charters, Terms of Reference and Policies may be subject to management review only provided that the Audit and Risk Committee and Academic Board (as applicable) are kept informed of the status of these documents and provided with the opportunity to conduct a review at their discretion.

4.2. Policy Document Approval

Approval authorities for Policy Documents comprise:

- Charters, Terms of Reference and Policies:
 - Council; or
 - Academic Board acting under delegated authority from the Council for specified academic policies.
- Frameworks, Procedures, Guidance
 - By an authorised committee or officer in accordance with the Delegations Policy and Register.

Material amendments must be approved in the same manner as a new Policy Document unless otherwise determined.

Minor or administrative amendments may be approved by the Chief Executive Officer (CEO) or delegated authority where there is no material change to intent, obligations or effect.

Urgent amendments to Policy Documents may be approved out of cycle where necessary through consultation between the CEO, the Chair of the Council, the Chair of the Audit and Risk Committees, the Chair of the Academic Board or other approving authority/officer (as applicable) and reported or ratified at the next Council, Audit and Risk Committee, Academic Board or other approving authority meeting (as applicable).

5. Publication and Document Control

Approved Policy Documents must be maintained in KOI's official document management system.

Approved Policy Documents authorised by the Council for publication on the website or other approved repository must be published on the website or other approved repository within 5 business days from the date of approval.

The version maintained in the document management system is the controlled and authoritative version.

A central Policy Document register will be maintained recording, where applicable:

- document title;
- policy owner;
- approval authority;
- approval date;
- next review date;
- version number; and
- current status.

Superseded documents must be archived and removed from active use.

Printed or downloaded copies are uncontrolled unless otherwise stated.

6. Review and Amendment

Policy Documents must be reviewed at least every three years, or earlier where required due to:

- legislative or regulatory change;
- organisational restructure;
- identified risk or control weakness;
- audit findings;
- operational change; or
- strategic priorities.

Review dates may be extended with approval of the CEO or delegated authority where the document remains fit for purpose and risk is assessed as low.

Reviews should consider effectiveness, usability, compliance, stakeholder feedback and continued relevance.

7. Implementation

Approved Policy Documents must be made available to the Policy Owner within five business days of approval.

The Policy Owner must ensure that the Policy Document is implemented as approved and within the specified implementation timetable, and that all affected personnel are adequately informed of and trained in the requirements set out in the Policy Document.

The Policy Owner must continually monitor the effectiveness of the Policy Document in achieving the objectives of the Policy Document and recommend changes if the desired result is not achieved.

8. Roles and Responsibilities

Council

- Approves the Governance Charter, Terms of Reference, non-academic policies and academic policies not otherwise delegated to the Academic Board.
- Oversees the effectiveness of KOI's policy framework.

Academic Board

- Approves academic policies within its delegated authority from the Council.
- Oversees the effectiveness of the academic policy framework.

Audit and Risk Committee

- Reviews the Governance Charter, Terms of Reference, non-academic Policy Documents for completeness and effectiveness and recommends approval by the Council.
- Monitors the status and completeness of Policy Documents and informs the Council of potential gaps in or out-of-date Policy Documents.

Chief Executive Officer (CEO)

- Supports implementation of this Policy.
- May approve minor amendments or delegated policy matters.

Governance, Risk and Compliance Function

- Maintains the integrity of the policy framework and central policy register.
- Provides advice on policy governance, drafting standards and review cycles.
- Coordinates quarterly reporting to the Council, Audit & Risk Committee and Academic Board (as applicable) on Policy Document status, overdue reviews and improvement opportunities.
- Ensures that Policy Documents approved by the Council for publication on the website or other approved repository are published within five business days of the date of approval.

Policy Owners

- Conducts reviews and consultation in order to maintain the currency and effectiveness of assigned Policy Documents.
- Ensures that policy changes are communicated to all affected personnel and that these changes are implemented in accordance with the timetable specified in the Policy Document.
- Monitors application of policies in order to identify compliance issues and recommend amendments where required.

Staff

- Comply with applicable Policy Documents.
- Raise policy issues, gaps or improvement opportunities through appropriate channels.

9. Associated Information

This Policy should be read in conjunction with:

- Delegations Policy;
- Governance Charter;
- Records Management Policy;
- Applicable academic and operational governance instruments; and
- Approved policy templates and related guidance materials.

Document Control

Policy title	Policy Management Policy
Policy owner	Director Governance, Risk and Compliance
Policy version date	Version 3.0
Policy approver	AIBM Council, on the recommendation of the Audit and Risk Committee
Date of approval	24 July 2026
Date of implementation	24 July 2026
Date of next review	30 June 2027
Changes in this version	Rewrite and updated

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*****