



AUSTRALIAN INSTITUTE  
OF HIGHER EDUCATION

## Policy Framework

Policy Category	Academic
Policy Code	ACA-HE-25
Policy owner	Principal
Responsible Officer	Principal
Approving authority	Academic Board
Contact Officer	Principal
Approval date	20 November 2019
Commencement date	21 November 2019
Review date	3 years
Version	2019.1
Related Documents	Quality Assurance Framework

### 1. Purpose

This Policy Framework sets the standards for the development and review of policy and policy related documents at the Australian Institute of Higher Education ('the Institute').

### 2. Principles

The key principle informing this document is consistency in the development, review and management of Institute policy and policy related documents.

### 3. Scope

This Framework applies to all relevant staff, administrative units and executive management at the Institute.

### 4. Definitions

See the *AIH Glossary of Terms* for definitions.

### 5. Policy Details

#### 5.1 Policy Hierarchy

The Policy Framework established a hierarchy of policies and policy related documents as follows:

1. Policy
2. Procedures
3. Guidelines
4. Forms

Where two documents in the hierarchy are in conflict, the document higher in the hierarchy takes precedence.

Where the category and relevant approval authority for any given policy is unclear, the status will be determined by Executive Management.

Where a form is attached to a policy, procedure or guideline, it will be accorded the same level of approval and review as the higher level document.

## 5.2 Governance Principles and Policy Standards

The Institute's policies and policy related materials are to be shaped by and comply with relevant legislation and regulations, national standards, and community expectations.

Policy and policy related materials should:

- be in the approved Institute template,
- be drafted, approved, implemented and reviewed as stipulated in the **Policy Framework**,
- identify the approval authority, owner and responsible officer,
- be both clear and able to be implemented,
- be appropriately communicated to stakeholders,
- be complied with, and
- be subject to regular review at least once every 3 years. Early review may be initiated when there is a need to align a policy with either legislative requirements, or changes in business processes and/or operational needs.

## 5.3 Approval Authorities and Accountabilities

The following authorities are delegated under this policy:

Policy Category	Approve new policy and major amendments	Approve minor amendments
Academic Policy	Academic Board	Principal
Administrative Policy	Board of Directors	Principal
Governance Policy	Academic Board & Board of Directors	Principal

## 6. Version Control

This Framework has been endorsed by the Australia Institute of Higher Education Academic Board as at November 2019 and is reviewed every 3 years. It is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2017-1	Ms. McCoy	New document	22 February 2017	6 March 2017
2019-1	Principal	Minor Update: Changed title from Executive Dean and CEO to Principal	20 November 2019	21 November 2019