CRICOS 00103D RTO 4909

Policy Template

*Note the difference between a Policy and a Procedure (both are mandated documents as compared to guidelines, instructions or handbooks which are not)*

* *A policy (usually less than 6 pages) is a formal statement of principle consistent with relevant legislation, and University Statutes and Regulations, that regulates, directs and controls University-wide operations and is formally reviewed every five years;*
* *A procedure (usually more than 6 pages) outlines a series of Actions, Activities and Steps required (and by whom) to implement the policy across the University and is formally reviewed every three years. All procedures relate to and are consistent with the policy to which they refer.*

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# Purpose

Include here a concise formal statement of intent that mandates governing principles or standards that apply to the University’s governance/operations or to the practice and conduct of its staff and students eg This policy governs … or provides an operational framework for ….

# Scope

State who/what the policy applies to eg

This policy applies to all Federation University Australia staff and students …

# Legislative Context

eg

* Federation University Australia Act 2010
* The Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
* Higher Education Standards Framework (Threshold Standards) 2015
* The National Vocational Education and Training Regulator Act 2011
* Standards for Registered Training Organisations (RTOs) 2015

# Definitions

|  |  |
| --- | --- |
| TERM | DEfinition |
| School | Federation University Australia has a number of Academic Organisational Units – [click here for details](http://federation.edu.au/faculties-and-schools) |
| University legislation | includes the Federation University Australia Act 2010, University Statutes and Regulations. |
| <add/delete rows as required.> |  |

If possible include definitions for all terms appearing in both the policy and procedure.

# Policy Statement

This is the formal statement of intent that usually includes a set of principles that explain statutory, regulatory or organisational requirements and how these principles will be demonstrated, either set out in table format (see below).

|  |  |
| --- | --- |
| Principle | demonstrated by: |
| The University protects the confidentiality of information about students | * ensuring that the student understands the need for some disclosure to enable their application to be … * ensuring that all personal information is kept in accordance with … |
| <add/delete rows as required.> |  |

OR as sub-headings with sufficient detail included, eg

## Confidentiality and Privacy

All personal information collected for the purpose of …

# Supporting Documents

List the procedure/s linked to this policy which will detail the actions, activities, responsibilities and steps required to implement the policy (a policy may have more than one linking procedure)

List also any other associated policies, procedures, checklists, forms etc

# Responsibility

* [Enter the title of the person or committee] (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure/s
* [Enter the title of the person or committee] (as the Policy Sponsor) is responsible for maintaining the content of this policy as delegated by the (title above)

# Promulgation

This policy will be communicated throughout the University via [delete or add to as appropriate]:

1. A FedNews announcement and on the ‘Recently Approved Documents’ page on the University’s Policy Central website
2. Distribution of e-mails to Head of School / Head of Department / University staff; and/or
3. Documentation distribution, eg. posters, brochures
4. Notification to Schools

# Implementation

This policy will be implemented throughout the University via *[delete or add to as appropriate]*:

1. A FedNews announcement and on the ‘Recently Approved Documents’ page on the University’s Policy Central website
2. Staff induction sessions
3. Training sessions