# Operations Manual

## Purpose

Include here a concise formal statement stating how the policy it supports will be implemented. e.g.

This manual will ensure that … or this manual mandates operational activities and assigns responsibilities to support the implementation of the … Policy.

### Topic 1

This addresses a topic within the context of the manual. Provide a brief overview of the subject matter.

#### Legislative and Regulatory Context (relevant to the topic being addressed)

e.g.

* 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
	1. **Subheading**

### Actions

|  |  |  |  |
| --- | --- | --- | --- |
|  | Activity | Responsibility | Steps |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Supporting documents

* List the policy to which this manual is linked.
* List also any other associated policies, procedures or documents e.g. checklists, flowcharts etc.

### Forms

All forms associated with this manual must be stored within PAMS – attach forms with this document when sending to Policy Systems Administrator for upload to PAMS.

### Topic 2

(*Insert relevant sections similar to Topic 1*)

### 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 manual.
* [Enter the title of the person or committee] (as the Document Owner) is responsible for maintaining the content of this manual as delegated by the (title above).

### Promulgation

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

1. A FedNews and Fed Engage announcement and on the ‘Recently Approved Documents’ page on the University’s Policy Central website.
2. Distribution of e-mails to Head of Institute / Head of Department / University staff.

### Implementation

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

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

### Records management

|  |  |  |  |
| --- | --- | --- | --- |
| Document title | Location | Responsible officer | Minimum retention period |
| Example:Governance Document Request Form | The University’s approved records management system | Policy Systems Administrator or delegate | Originals should be retained by the Policy SponsorCopies can be disposed of once the administrative use has concludedElectronic record will be retained in the University’s records management system |
| Example:University governance document | The University’s approved policy management system | Policy Systems Administrator or delegate | **Permanent** |