**Policy and Procedure Checklist**

Both Policy and Procedure are mandated documents. Guidelines, instructions or handbooks, on the other hand, 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.

Together they are used to define and implement the standards, goals and strategic priorities guiding development of Federation University Australia by ensuring compliance and providing structure for decision-making while reducing risk.

# Policy vs Procedure

Which document? The following is a guide to assist staff in deciding the correct document format for development.

|  |  |
| --- | --- |
| Policy | Procedure |
| The content will not frequently change | The content may change frequently as new processes are implemented or new technologies emerge |
| The purpose is to provide guidance for operational decision-making or mandate a standard of behaviour | The purpose is to prescribe a course of action through a series of activities and steps with allocated responsibilities |
| The stated provisions or principles provide an over-arching approach to an issue | The outlined provisions describe the required actions through a series of activities with the position/s responsible for undertaking the steps for each activity |
| The document outlines a general position | The document outlines the implementation of an issue |

## Content Checklist – Is the policy?

* University-wide in its audience and application?
* A formal statement of principle?
* Succinct and over-arching?
* Accompanied by an appropriate procedure/s able to implement the policy?
* Easy to read and understand (in layout and grammatical construction)?
* Approved, regulated or monitored by the appropriate authorities?
* Reasonable, realistic and robust?
* Broad enough to meet across- University needs?
* Consistent with the University’s guiding principles, charter and strategic plan?
* Correctly based on, and consistent with proper legal authority?
* Ethical, accountable, consistent and professional to the standards expected within the University?
* Consistent with relevant external codes of practice or standards?
* Consistent with state and federal legislation?
* Consistent with relevant legislation in other countries?
* Comprehensive in regulating and guiding essential areas of conduct for the University’s operations?
* Able to be evaluated with compliance monitored in a systematic way?
* Applicable for both Higher Education and VET sectors? If so, have the needs of each been fully evaluated and included?
* Inclusive of both international onshore and offshore students, or are separate policies required?
* Inclusive of partner providers?
* Inclusive of people living with a disability?
* Inclusive of feedback received from key stakeholders and Uni-wide consultation?
* Reviewed every five years?
* More than six pages in length? (if yes, then it contains too much detail which should be moved to the accompanying procedure)

An MSWord Policy Template is available to support the development of new policies – (link)

## Content Checklist – Is the procedure?

* Linked to an over-arching policy?
* University-wide in its audience and application?
* Outlining mandatory actions and steps?
* Allocating responsibility for activities?
* Easy to read and understand (in layout and grammatical construction)?
* Able to implement its over-arching policy?
* Broad enough to meet the across-University needs?
* Reasonable, realistic and robust?
* Able to be evaluated with compliance monitored in a systematic way?
* Applicable for both Higher Education and VET sectors? If so, have the needs of each been fully evaluated and included?
* Inclusive of both international onshore and offshore students, or are separate procedures required?
* Inclusive of partner providers?
* Inclusive of people living with a disability?
* Inclusive of feedback received from key stakeholders and Uni-wide consultation?
* Describing non-mandatory approaches to actions or activities? (if so, then it is definitely not a procedure)
* Reviewed every three years?

An MSWord Procedure Template is available to support the development of new procedures – [(link)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffederation.edu.au%2F__data%2Fassets%2Fword_doc%2F0005%2F497408%2FProcedure-Template.docx&wdOrigin=BROWSELINK)

For further clarification or assistance please log a job with [Policy ServiceNow](https://federation.service-now.com/pq).