CRICOS 00103D | RTO 4909 | TEQSA Provider ID: PRV12151 | Provider Category: Australian University

Procedure Template

*A Procedure outlines a series of Actions, Activities and Steps required (and by whom) to implement a process or requirement across the University and is formally reviewed every three years. All procedures relate to a Policy Domain and are consistent with the Policy to which they refer.*

Contents

[Procedure Template 1](#_Toc121907446)

[Purpose 1](#_Toc121907447)

[Scope 1](#_Toc121907448)

[Actions 1](#_Toc121907449)

[Legislative Context 2](#_Toc121907450)

[Definitions 2](#_Toc121907451)

[Supporting Documents 3](#_Toc121907452)

[Forms 3](#_Toc121907453)

[Responsibility 3](#_Toc121907454)

[Promulgation 3](#_Toc121907455)

[Implementation 3](#_Toc121907456)

[Records Management 4](#_Toc121907457)

# Purpose

Include here a concise formal statement stating how the policy it supports will be implemented eg

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

# Scope

This procedure applies to … all staff or all students or all activities … (can include who/what it **does not apply** to)

# Actions

*Note: detail each of the actions necessary within this procedure to implement the intent of the overarching policy. Each Activity and Step should start with a verb. Example:*

**Completing and submitting a Governance Document Request Form – Development of new or amendment of existing governance document.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ACTIVITY | RESPONSIBILITY | STEPS |
| A | Checking for suitable existing governance document | Document Owner | 1. Check the Policy Library for a suitable existing policy or procedure that could be enhanced to include identified need, seeking consultation from the Policy Office and other stakeholders if required.2. Benchmark against other universities and external organisations as required. |
| B | Completing the Governance Document Request Form | Document Owner | 1. Complete all sections of the form and provide enough context with supporting documentation to allow the Approval Authority to support the proposal. |
| C | Signing and submitting the Governance Document Request Form | Document Owner | 1. Sign the form as Document Owner.
2. Obtain the signature of the Approval Authority.
3. Submit the completed form to Policy for approval by the Manager, Policy and Quality Assurance Services.
 |

**Xxx**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ACTIVITY | RESPONSIBILITY | STEPS |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Legislative Context

Example:

* Federation University Australia Act 2010
* The Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
* Higher Education Standards Framework (Threshold Standards) 2021
* The National Vocational Education and Training Regulator Act 2011
* Standards for Registered Training Organisations (RTOs) 2015

# Definitions

Note: definitions throughout this Procedure can be accessed via the Policy Glossary which is currently under development

A further list of definitions **specifically** relevant to this procedure is included below:

|  |  |
| --- | --- |
| TERM | DEfinition |
| Policy Administration Management System (PAMS) | The University-approved centrally controlled policy repository (policy library) which is the authoritative source for all University-wide policies and procedures, accessible through the FedUni website policy portal/ |
| Review | A formal, comprehensive review of a governance document conducted by the Document Owner for the purposes of establishing the need for amendment (major or minor) or further development. |
|  |  |
|  |  |

# Supporting Documents

* List the over-arching policy to which this governance document is linked.
* List also any other associated governance documents.

# Forms

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

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

# Promulgation

This procedure will be communicated throughout the University community 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 Institute/School / Head of Department / University staff.
3. Documentation distribution, eg. posters, brochures.
4. Notification to Institutes/Schools/Federation TAFE.

# Implementation

This procedure 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.

# 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** |

*Note: Continue to add as many documents as necessary*

*Central Records can be contacted for assistance – centralrecords@federation.edu.au*