CRICOS 00103D RTO 4909

Procedure 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 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)

# 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

A complete list of definitions relevant to this procedure is contained within the [insert name] Policy.

Note: ensure that all terms referred to in the procedure are included in the full list within the policy. If more than one procedure is linked to the policy it may be necessary to include a further list eg

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 policy or procedure conducted by the Policy Sponsor for the purposes of establishing the need for amendment (major or minor) or further development. |
|  |  |
|  |  |

# 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 eg.*

**Completing and submitting a Policy Document Approval Form – Development of new or amendment of existing policy or procedure**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ACTIVITY | RESPONSIBILITY | STEPS |
| A | Checking for suitable existing policy or procedure | Policy Sponsor | 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 Policy Document Approval Form | Policy Sponsor | 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 Policy Document Approval Form | Policy Sponsor | 1. Sign the form as Policy Sponsor. 2. Obtain the signature of the Approval Authority. 3. Submit the completed form to Policy Committee for approval. |

**Xxx**

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

**Xxxx**

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

# Supporting Documents

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

# 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 Policy Sponsor) 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 School / Head of Department / University staff.
3. Documentation distribution, eg. posters, brochures.
4. Notification to Schools.

# 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 |
| eg. Policy Document Approval Form | The University’s approved records management system | Policy Systems Administrator or delegate | Originals should be retained by the Policy Sponsor  Copies can be disposed of once the administrative use has concluded  Electronic record will be retained in the University’s records management system |
| eg  University Policy or Procedure | 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*