

Document Hierarchy and Approval Requirements for the Development of Frameworks, Policies, Procedures, Guidelines and Work Instructions

1. Purpose

The purpose of this framework is to outline the process involved in the hierarchical development, naming, reviewing and approving of all Edvantage Institute Australia's documents that govern and support its activities to ensure consistency of content and authority.

This policy complies with the Higher Education Standards Framework (Threshold Standards) HES 2015 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia, specifically to Standard 6.2.

2. Scope

This applies to all documents in the hierarchy listed below.

3. Responsibility

The Education and Training Governance & Compliance Manager is responsible for drafting, reviewing and maintaining the register of the documents. The documents are approved in accordance with the authorities of the governing bodies and management delegations.

4. Aim

This framework aims to ensure that EIA appropriately and consistently documents and implements the instrument needed to comply with all relevant legislation. That these documents are approved and managed by the appropriate delegated authority.

5. Framework Statement

5.1 This framework has been created and implemented to ensure practice is consistent with the higher Education Standards Framework (Threshold Standards) 2015 specifically Standards 6.3 and 7.2.

5.2 All Edvantage Institute Australia documentation follows the hierarchy below:

- a. Legislation and regulations
- b. Framework
- c. Policy
- d. Procedures
- e. Guidelines

f. Work instruction

Document	Scope	Description	Accountability	Management
Frameworks	EIA Wide	Describes the structure, rules and relationships used to order a strategic approach	Board of Directors	Coordinated and managed by Quality and Governance Officer Created only when needed
Policy	EIA Guide	Document that describes the principle governing decision making and administration	Board of Directors	Coordinated and managed by quality and governance office Created only when needed
Procedure	Multiple Areas	Sets out the processes and actions required to implement policy	Senior Management and Governance	Coordinated by senior manager Managed by the quality officer in the document register
Guideline	Multiple Areas	Provides detail and content to inform decision making. May inform sector good-practice approaches	Senior Management	Co-ordinated by senior manager Managed by the quality and governance officer in the document register
Work Instruction	Local unit	Specific instructions for Completing a task	Unit Manager	Coordinated by unit manager Locally used

5.3 All documents fall into the following three categories:

- a. Governance & Compliance
- b. Academic Governance
- c. Operational

5.4 A responsible officer at the senior management level is delegated the responsibilities for developing, implementing, monitoring, reviewing, and updating these documents. The responsible officer is accountable for:

- drafting a new or amendments to a document, or to delegate the drafting to a staff member who is responsible for the area;

- seeking the endorsement and approval from the relevant authority of any amendments made or a rescission of an existing document;
- implementing and communicating the development processes and outcomes;
- ensuring and maintaining the records and security of the document according to the Edvantage Institute Australia’s Information and Data Security Policy Procedure.

6. Procedure

6.1 Naming Convention

6.1.1 The naming conventions of policies, procedures and related documents must be brief and be related to the subject matter. The title must have a key identifying word for example Admission, Assessment etc, for practical usability.

6.2 Version Control

6.2.1 All Edvantage Institute Australia’s policies, procedures and related documents will be version controlled to ensure that all stakeholders are using the current version of policies, procedures and any other related documentation.

6.2.2 The following procedure applies when assigning a version number:

- All documents will commence as version 1.0.
- Any minor revisions to any document will be indicated by the version number increasing the number right of the decimal. (see illustration below).
- Any major revision to any document will be indicated by the version number increasing the number left of the decimal. (see illustration below).

Illustration:

<i>Original Version</i>	<i>Type of change</i>	<i>New Version</i>
1.0	Minor revision	1.1
1.0	Major revision	2.0

6.3 Document Control

6.3.1 All Edvantage Institute Australia policy, procedures and other related documents will contain a Document Control section on the final page of the document that will contain key information such as

Policy & Procedure / Document Title:	
Version:	
Relevant Legislation/Act:	
Relevant Standard:	
Related Policies/Forms/Documents:	
Responsibility:	

Approving Authority:	<input type="checkbox"/> Board of Directors <input type="checkbox"/> Academic Board <input type="checkbox"/> Executive Management
Date Approved:	
Next Review Date:	

6.4 Development Process

Step 1: The document proposer will identify whether there is a need for a document to be developed, amended or revised.

Step 2: The proposer will present a proposal to the relevant authority for consideration.

Step 3: This authority will engage with the Executive Management and the Quality and Governance officer to determine if a new document is required or if an existing document should be amended.

Step 4: The Quality and Governance officer will provide the proposer with the relevant template or the existing document in word format to be amended.

Step 5: The proposer will then seek feedback from the relevant managers, staff or departments that are directly affected by this document and receive feedback in writing to ensure that they have been consulted.

Step 6: The newly created document or the amended document is provided to the Quality & Governance Officer for review and further editing. The edits must be approved by the proposer before submitting to the approving authorities.

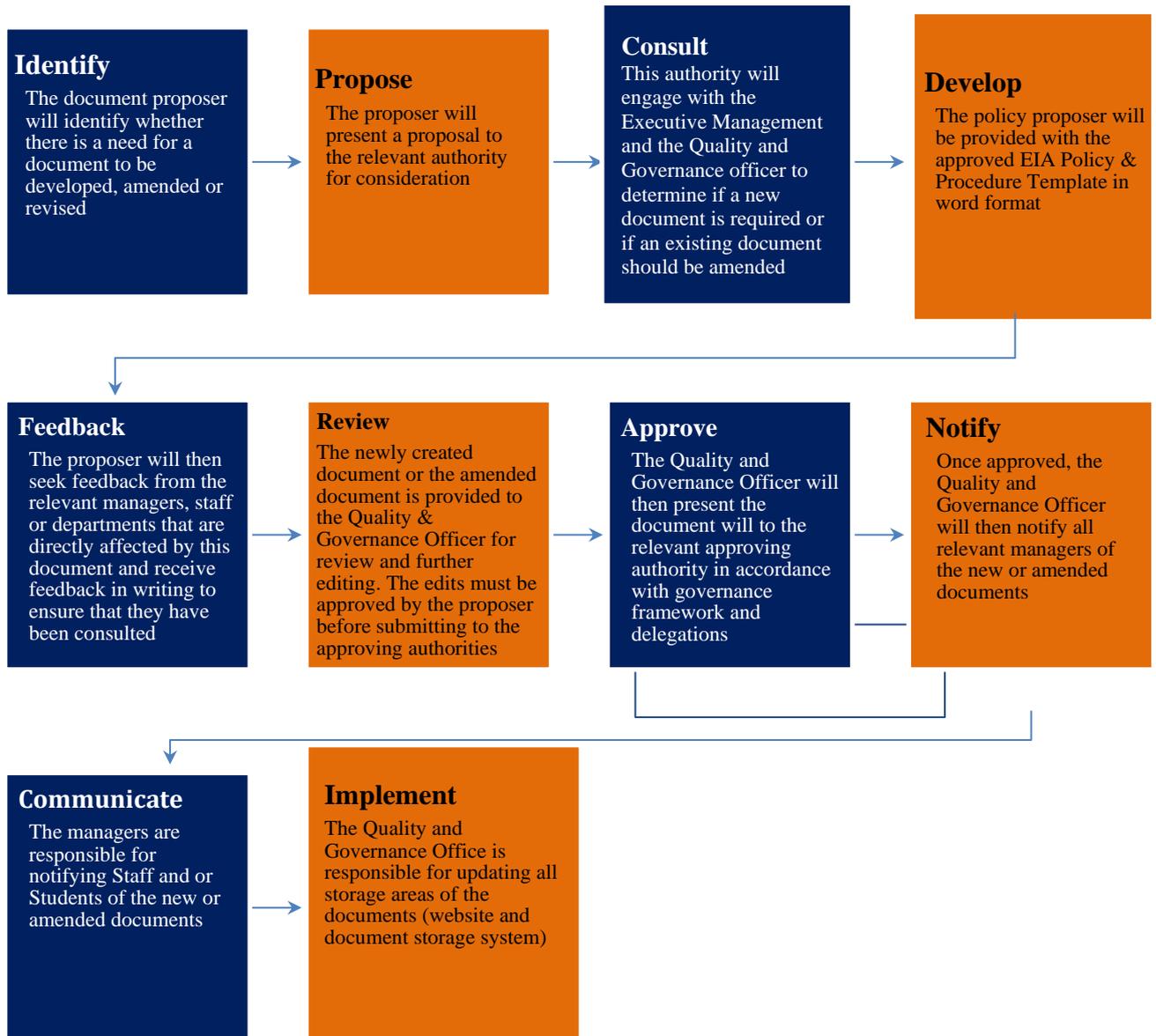
Step 7: The Quality and Governance Officer will then present the document to the relevant approving authority in accordance with governance framework and delegations.

Step 8: Once approved, the Quality and Governance Officer will then notify all relevant managers of the new or amended documents.

Step 9: The managers are responsible for notifying Staff and or Students of the new or amended documents.

Step 10: The Quality and Governance Office is responsible for updating all storage areas of the documents (website and document storage system).

Policy & Procedure Development Flowchart



Document Title	Document Hierarchy and Approval Requirements for the Development of Frameworks, Policies, Procedures, Guidelines and Work Instructions
Date Created	20/05/2019
Created By	Education and Training Governance & Compliance Manager
Current Version	1.1
Last Approved Date	29/05/2019
Approval Authority	Board of Directors
Custodian	Governance Officer
Responsible for Implementation	Education and Training Governance & Compliance Manager
Version History	
Version Number	Amendments
1.1	Change company name to Edvantage Institute Australia (EIA); update responsibility