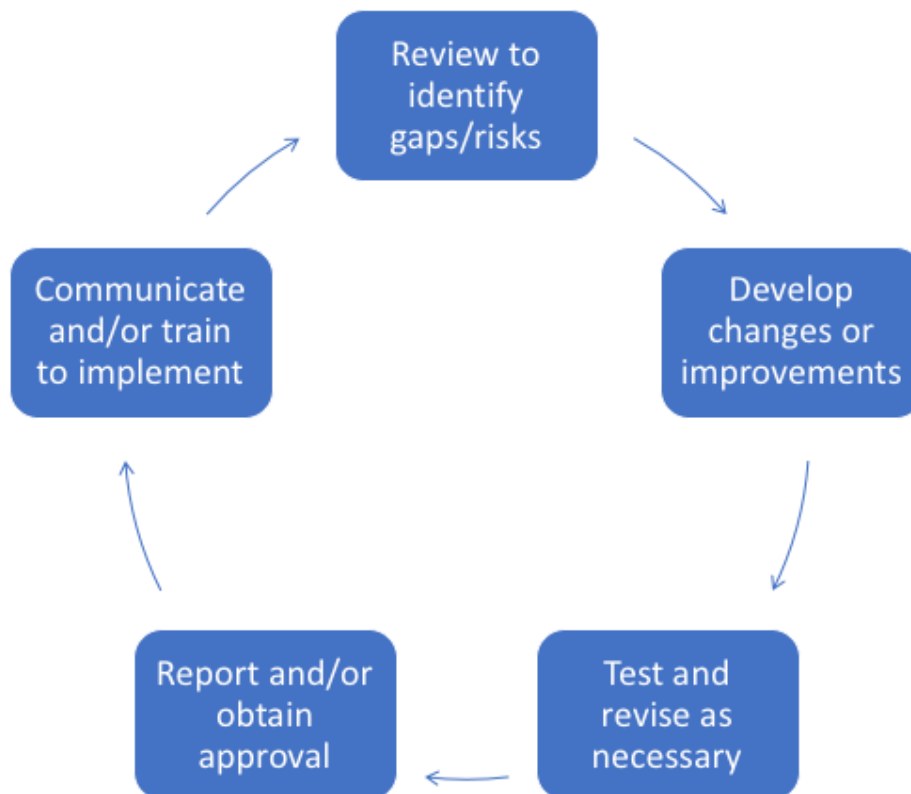


Framework for Regulation and Policy Compliance Monitoring and Review

This internal regulatory framework provides guidance on the process and timing for the regular and periodic review of the regulation and policy documentation requirements and processes that support and enable their implementation. The regular and periodic review framework is applied to ensure that these are current, appropriate and effective, and is used to assist in managing the risk of practices not being followed, current or previous conflict with requirements at EIA.

The process follows an assurance, revision and implementation cycle:



Timeframes for Monitoring and Review

The period between the phases of the cycle is determined by either the governing body or management in the context of the authority, regulatory environment, operational requirements or other.

The quality review calendar contains details of periodic reviews that EIA is required to undertake.

Regulatory Requirements

EIA is required to meet all Australian regulations relevant to the delivery of higher education courses, the management of students, the conduct of a business, the operations and occupancy of premises and technology, and the employment of staff. The Board of Directors is responsible for assuring itself that management establishes and implements the relevant policies, procedures and operational safeguards to meet and remain compliant with all legislation and regulatory requirements.

Policies

Policies are to be principle-based documents that establish the obligations and responsibilities to guide decision making and administration and are not in themselves legislated instruments. EIA staff, students and others are obliged to comply with them as a matter of good administration and practice, consistent with their functions and obligations. The purpose of establishing policies is to facilitate the effective, efficient and equitable administration of EIA and to provide consistency with legislation and regulatory requirements.

EIA policies are developed by management and approved by the Board of Directors or by the Board's delegation to the Academic Board or other governing bodies.

Procedures, Guidelines and Other Instruction Instruments

Procedures, guidelines and instructional instruments are the responsibility of and may be made and approved by management at the appropriate level.

These documents are at a lower level in the hierarchy and may have EIA-wide or specialised task application, depending on the operational need.

Procedures, guidelines and instructional instruments instruction staff on how to meet their workplace, responsibilities and EIA's obligations to ensure the successful implementation of requirements sets out in EIA policies and/or legislation and/or regulations.

Quality Review Calendar

The EIA quality review calendar demonstrates the periodic review cycle of EIA that has been carefully developed with respect to EIA's internal requirements, as defined by internal policies and procedures, and external regulatory frameworks.

The quality review calendar shows which reviews will be undertaken by EIA in the different periods described below:

- Every semester
- Quarterly to bi-annually
- Annually
- Periodically, every three to five years

The quality review calendar addresses the academic and governance oversight requirements prescribed by EIA's governance framework.

Academic Governance

The procedure for Academic Governance, reflected in the quality review calendar is explained below:

Focus of Review	Cycle	Responsible Person
Academic Board Meetings	Three times per year	Chair of Academic Board
EIA Teaching and Learning Plan Annual Progress Report	Annual review cycle	Academic Director
Academic Integrity	Annual review cycle	Academic Director
Moderation of Course Learning and Assessment Materials	Annual review cycle	Academic Director
Teaching and Learning Assessment - Staff	Annual review cycle	Academic Director
Internal Audit for Academic Governance	Annual review cycle	General Manager
Academic Workload Model	Three years review cycle	Academic Director
Course Review - interim	Three years review cycle	Course Coordinator
EIA Teaching and Learning Plan	Five years review cycle	Academic Director
Course Review - full (including external benchmarking)	Five years review cycle	Academic Director

Corporate Governance

The annual work plan for the Board of Directors and the Academic Board is reviewed annually to ensure that these boards address, review and monitor all areas of their responsibilities throughout the year.

The quality review calendar informs EIA of the work plan for different levels of Boards and committees.

The procedure for corporate governance, reflected in the quality review calendar is explained below:

Focus of Review	Cycle	Responsible Person
Executive Committee Meetings	Four times per year	Chair of Board
Board of Directors Meetings	Four times per year	Chair of Board
Academic Board Meetings	Three times per year	Chair of Academic Board
Risk Management Committee Meetings	Twice per year	General Manager
Annual performance review of the Board of Directors	Annual review cycle	General Manager
Governance Calendar	Annual review cycle	Higher Education Coordinator

Glossary

To promote consistency across documentation, the Company Secretary is responsible for establishing and maintaining a glossary of terms.

Delegations

1. Power to delegate

Under the Constitution, the Board of Directors may delegate powers or functions to:

- A member of the Board
- A committee of the Board, including the Academic Board
- A member of the management staff

The General Manager may delegate any of their functions, powers and duties to:

- An appropriately qualified member of staff

- Management or operational committee

2. Documenting the delegation

Delegations by the Board of Directors must be recorded in writing in one or more of the following ways:

- In verified minutes of the Board meeting to record the relevant resolution
- Where powers or functions are delegated on a standing basis to a committee of the Board, they must be in the written terms of reference for that committee
- In delegation documents approved by the Board.

General Manager delegations must be recorded in procedures, position descriptions, or other written form that can be retained as an official matter of record.

Delegation documents should:

- As applicable, describe the provisions that create the original powers
- Specify any conditions or limitations imposed on the exercise of the power or function
- Be reviewed periodically to ensure consistency and to ensure that the delegation continues to be suitable to exercise power or function.

3 Register of delegations

The register of delegations will be maintained by the Company Secretary and in the format of the following table.

Description of Delegation	Entity making the Delegation	Delegate	Restrictions and/or Limitations	Date
Governance of higher education academic operations	Board of Directors	Academic Board		17/03/2017
Risk Management	Board of Directors	Risk Committee		17/03/2017
Governance oversight and guidance to EIA.	Board of Directors	Board of Directors		17/03/2017

Development and establishment of plans, policies, procedures and budgets ahead of final consideration and approval by the Board	Board of Directors	Executive Committee		17/03/2017
Implementation of both corporate and academic objectives	Board of Directors	General Manager		17/03/2017

Document Title	Framework for Regulation of Policy Compliance Monitoring and Review
Date Created	15/03/2017
Created By	Education and Training Governance & Compliance Manager
Current Version	1.1
Last Approved Date	17/03/2017
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)