



Policy Framework Policy

(Version 1.0)

POLICY	POLICY FRAMEWORK POLICY
NVR REF:	Standard 7
IBI Ref:	IBI-1-A 1
Statement	This Policy details the requirements for the development of any policy framework related to IBI’s Quality Management System and also the policy application in implementing the IBI Continuous Improvement Business Model.
Objectives	To ensure a consistent and effective approach to policy and procedure development for IBI, related process issues affecting the operations of IBI and compliance with the institution's Strategic Plan.
Scope	All IBI policies are applied across the institution and can only be approved by the Chief Executive Officer (CEO).
Definitions	<p>Policy: A formal statement or directive intended to influence and determine decisions, actions, and other matters. Policies guide decision-making and govern areas of academic and administrative operations.</p> <p>Procedure: a directive outlining the specific tasks, processes and responsibilities required to effectively implement a policy or regulation.</p> <p>Guideline: a statement offering advice and guidance on the implementation of the institution's policy.</p> <p>Policy Custodian: A member of IBI's Senior Executive or Business Unit Manager, who has the overarching responsibility for developing a policy on the subject matter, obtaining required approvals and ensuring that the policy is implemented, monitored and reviewed.</p> <p>Policy Domain: Governance, Academic or Business/Operational areas of IBI.</p> <p>Policy Sponsor: Board, committee or staff member responsible for ensuring policies and associated documents are developed, approved and implemented in accordance with the Policy Framework.</p> <p>Template: The approved format for policies, procedures, guidelines and supporting documents.</p> <p>Quality Reference Group: A management forum that provides advice to IBI's boards and committees, on matters relating to quality assurance and continuous improvement. A proposal to develop a policy or commence a significant review of an existing policy must be approved by the Quality Reference Group before the process commences.</p>

	<p>ASQA: The Australian Skills Quality Authority is the National Regulator for Vocational Education and Training.</p>
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PROCEDURE	POLICY FRAMEWORK POLICY
<p>Action/Method</p>	<p>1. Introduction</p> <p>1.1 The requirement for developing a Policy can be identified at all levels of operation within IBI.</p> <p>1.2 Each Policy must have a Custodian with prime functional responsibility for the subject matter of the policy.</p> <p>1.3 Where the need for a Policy has been identified it is critical that an analysis is undertaken before any consideration is given to drafting the Policy. For this purpose, it is important to understand the basis of the need for the Policy.</p> <p>1.4 IBI's Policy Framework Policy has been developed with the purpose of managing the context that IBI will operate within or outside the institution.</p> <p>1.5 Each IBI Policy and Procedure has been designed to provide a relevant and complementary range of definitions of relevant terms of which have a need for some interpretation in relation to that policy, and are not self-evident.</p> <p>1.6 IBI policy authors must ensure that terms used are consistent across the policy range.</p> <p>2. Predevelopment</p> <p>2.1 Identify the Issues</p> <p>2.1.1 Policy development is a collaborative process and staff with relevant subject knowledge, as well as staff involved in the policy's implementation, must be consulted by the Policy Sponsor during the process.</p> <p>2.1.2 All IBI staff are required to be productive and committed to quality assurance practices in development of a policy framework and issue identification that impacts upon their area of academic operation.</p> <p>2.1.3 Where a policy and procedure need has been identified staff are required to contact the appointed officer to raise this matter with the Quality Reference Group.</p> <p>2.2 Completing an Analysis</p> <p>2.2.1 Subject to the Quality Reference Group's approval to proceed with an analysis of the proposed policy, the appointed officer will nominate a Policy Custodian who will have prime functional responsibility for the subject matter of the policy.</p> <p>2.2.2 The Policy Sponsor will conduct a preliminary investigation and provide evidence to justify the policy's development or review. The policy's purpose, range, impact and relationship with other policy and organisational areas must be determined and</p>

constraints, issues and opportunities identified.

2.3 Draft Policy and Recommendations

2.3.1 The Policy Sponsor will complete a *Policy Proposal* describing the:

- a) status, ie. new policy, revised policy
- b) policy title and domain

and attach a Draft Policy, using IBI's *Policy and Procedure Template*, together with any accompanying evidence.

2.3.2 The Policy Sponsor should seek guidance from the appointed officer to write the Draft Policy.

2.4 Consultation

The appointed officer, using the Stakeholder Engagement Methodology, will:

- 2.4.1 identify any stakeholder impacted upon by the Policy
- 2.4.2 advise IBI staff of the intent to draft the new policy
- 2.4.3 consult with all stakeholders and document consultation

2.5 Obtain Approval

2.5.1 The appointed officer will:

- a) submit the Policy Proposal, Draft Policy and Procedure, and any accompanying evidence to the Quality Council for approval;
- b) seek endorsement from the Reference Group, or Chief Executive Officer (CEO); and
- c) will communicate the outcome to the Policy Sponsor

2.6 Communicate and Implement

2.6.1 Upon completion of the Policy development and approval process, the appointed officer will:

- a) plan a communication strategy to inform all staff;
- b) incorporate the new or revised Policy and Procedure in IBI's Quality Management System;
- c) follow-up with work instructions if necessary

2.7 Review

2.7.1 The appointed officer will:

- a) review the policy and procedure in accordance with the review date identified in the footer of the Policy document. Any variations at any stage require a version control number.
- b) obtain feedback from all stakeholders and/or users of the Policy to determine its effectiveness.

2.8 Measure Outcomes and Compliance

	<p>2.8.1 The appointed officer will:</p> <ul style="list-style-type: none"> a) test the Policy's compliance as part of an internal and external audit process, as defined in the planning and review schedule. b) record and complete corrective actions using the <i>Corrective Actions Register</i>. <p>2.9 Minor or administrative changes</p> <p>Minor or administrative changes to policies or procedures do not require formal approval and can be made by the Policy Sponsor in consultation with the appointed officer.</p>
<p>Attached Documentation</p>	<ul style="list-style-type: none"> ▪ Policy Proposal Form ▪ IBI's Policy and Procedure Template
<p>Related Legislation</p>	<ul style="list-style-type: none"> ▪ National Vocational Education and Training Regulator Act 2011 and guidelines pursuant to the Act ▪ Standards for Registered Training Organisations (RTOs) 2015 ▪ Australian Qualifications Framework (AQF) ▪ Australian Skills Qualifications Authority (ASQA) Conditions for Registration. ▪ AQTF 2010
<p>Related Documentation</p>	<ul style="list-style-type: none"> ▪ Quality Management System ▪ Quality Assurance and Continuous Improvement Policy and Procedure ▪ Quality Compliance Register ▪ ASQA National Protocols and Guidelines

VERSION CONTROL

Review/ amendment history

Policy Approved by: Chief Executive Officer

Responsible Officer: Chief Executive Officer

Next Policy Review Date: April 2017

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2015	Updated to reflect NVR 2015 Standards
4.0	April 2016	No material changes