

Policy Development Policy

Purpose

1. This Policy outlines the principles underlying the development, review, amendment and rescission of policy and procedures as outlined in the Governance Framework.

Scope

2. This Policy applies to all policies and procedures.

Definitions

3. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>
4. For the purposes of this Policy the term 'policy suite' is used to mean a policy and its accompanying procedure(s). Where there is a need to distinguish between the two types of documents within a suite the terms 'policy' and 'procedure' will be used.

Suite documents

5. This Policy forms a suite with the Policy Development Procedure.

Policy

Principles

6. Policies and related documents outline the principles and processes required for Global Higher Education (GHE) to meet its legislative obligations, quality standards and strategic objectives as a provider of higher education.
7. Policies and their related procedures are managed and approved as suites of related documents according to the procedures outlined in the **Policy Development Procedure**.
8. Policies:
 - a) address a perceived issue, legislative or quality requirement or gap;
 - b) are designed to reduce or manage institutional risk;
 - c) are consistent with the Strategic Plan, Governance Framework and all applicable legislation, standards and accreditation requirements;
 - d) are normally accompanied by associated procedures.
9. Procedures:
 - a) must be linked to a parent policy;
 - b) provide instruction through a series of related steps necessary to implement the policy consistently and effectively;
 - c) outline key responsibilities and approvals associated with the implementation and monitoring of the policy.

10. All policies and procedures:
 - a) use the standard approved template;
 - b) are written in plain English, use inclusive language and are easily applied and interpreted;
 - c) are accessible to all relevant stakeholders;
 - d) are reviewed on a cyclical basis as part of GHE's quality assurance processes and in accordance with the **Policy Development Procedure**.
11. Subsidiary documents such as guidelines, templates and forms provide more granular-level instruction to guide specific parts of a procedure. Subsidiary documents are developed, approved, amended and rescinded as a function of management and are noted by relevant committees.

Governance

12. Each policy suite has an identified Policy Custodian who is responsible for guiding the development of the suite and directing its ongoing management and review.
13. Proposals to initiate new policy suites, or to make major revisions to existing suites, must be accompanied by appropriate rationales and evidence of consultation with key stakeholders.
14. New and revised policies will be endorsed, approved and rescinded according to the steps and responsibilities outlined in the **Policy Development Procedure** and the **Governance Framework**.
15. Policies and procedures are mandatory and enforceable and are considered valid until they are replaced, amended or rescinded.

Associated information

Related Internal Documents	Policy and Procedure Template New Policy Suite Proposal Form Governance Framework Glossary of Terms
Related Legislation, Standards and Codes	<i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</i>
Date Approved	29 November 2019
Date of Effect	29 November 2019
Date of Review	June 2026
Approval Authority	Board of Directors
Policy Custodian	Chief Executive Officer
PinPoint DocID	2513

Change history

Version Control	Version 1.3	
Change Summary	29-Nov-19	V1.0 Draft approved by Board of Directors
	10-Mar-20	V1.1 Administrative updates
	20-Jul-20	V1.2 administrative updates
	10-Oct-23	V1.3 administrative updates following TEQSA registration

Warning - Document uncontrolled when printed! The current version of this document is maintained on the GHE website at <https://www.globalhe.edu.au/policy>