Policy and Rule Development and Review Policy

1. Purpose

1.1 The purpose of this Policy is:

    1.1.1 to determine a standard for developing, communicating, implementing and reviewing policy documents at Western Sydney University International College (WSUIC);

    1.1.2 to ensure that policies are properly prepared, are fit for purpose, evidence-based rigorously tested and that appropriate consultation is undertaken; and

    1.1.3 to identify a standard format in which policies are to be presented.

2. Scope and Compliance

2.1 This policy applies to the development, approval, implementation and review of policies only, and does not apply to associated procedures or guidelines.

2.2 The policy applies to all WSUIC staff involved in the development, approval, communication, implementation and/or review of policy documents.

2.3 WSUIC Policies and Procedures have complementary functions: Policies are designed to govern the implementation of WSUIC operations and processes whereas procedures specify the steps to be followed to ensure that each policy is effectively, sustainably and consistently implemented (put into practice). Procedures should evolve over time as new tools emerge, new processes are designed, and the risks associated with an area change in the light of or external environmental changes. This policy addresses the development and review of policies, and a separate document outlines the procedures to be followed to implement each new or revised policy (see *Policy Development and Review Procedure*).

2.4 Compliance with policy documents is mandatory for all persons identified in the scope of a particular document.

3. Definitions

3.1 *"Approval Authority"*

The WSUIC Board of Directors or its delegate, including the WSUIC Academic Board, has the authority to approve the establishment, content amendments and the disestablishment of a policy. The WSUIC delegations' register listed as an appendix to the **WSUIC Delegation of Authority Policy** gives details**.**

3.2 "*Guideline*"

A guideline provides advice on best practice, helps users understand a procedure and gives suggestions on how effective implementation of a policy might best be achieved.

3.3 "*Major amendme*nt"

A change to a policy which will impact on the intent of the policy and/or related policies, stakeholders and associated procedures or systems. Major amendments can include changes to policy title, scope, structure, provisions and/or linked references within the policy such as schedules or appendices.

3.4 *"Minor amendment"*

An administrative amendment only e.g., changes to nomenclature, position titles, grammar, review or expiry date. A minor amendment may be made at the discretion of the College Director and Principal of WSUIC as per the **WSUIC Delegation of Authority Policy.**

3.5 *"Policy"*

A statement of the principles, values and key provisions governing decision-making at WSUIC which sets out the position of WSUIC on key aspects of its operation and strategic direction.

3.6 "*Policy Framework"*

A clear, consistent, coordinated and enforceable system for the development, approval, implementation and review of WSUIC policies. It includes policies, procedures, provisions and guidelines and shows the relationships between them.

3.7 *"Procedure"*

Provides details of the operational steps that should be undertaken when implementing a particular policy and who is accountable for this process.

3.8   "Rule"

A statement governing an authority of WSUIC made by the Board of Directors in accordance with its Charter.

3.9   "*WSUIC*"

Refers to Western Sydney University International College.

3.10   The TEQSA glossary of terms gives additional detail on definitions in this area.

4.   Policy Statement

4.1   As a part of its Quality Assurance Framework, WSUIC has developed policies, procedures and rules and supporting manuals and guidelines that inform and guide the academic and administrative practices of WSUIC.

4.2   These documents provide direction on how WSUIC requires its operations to be conducted, and are an enforceable reference and standard for WSUIC practices in the oversight of management of WSUIC matters.

4.3   A new policy is to be developed when a requirement for standardising practice in a particular area, not covered by an existing policy, arises.

5.   Policy Principles

5.1   The following principles apply to the development of all WSUIC policies:

5.1.1   Policies will be written in plain English, be concise, easy to understand and transparent.

5.1.2   Policies will be practical and present requirements clearly and logically in order to facilitate understanding and compliance.

5.1.3   Policies will be consistent with each other.

5.1.4   Policies will be readily available and accessible to all staff, students and other stakeholders who may have an interest in or be affected by them.

5.1.5   Policies, procedures and guidelines will be separately documented with procedures and guidelines consistent with intent and directives of the policy concerned.

5.1.6   All WSUIC staff are required under their contract of employment to understand their responsibilities and comply with WSUIC policies and procedures when carrying out their duties.

5.1.7   Students of WSUIC are required under their terms of admission to understand their responsibilities and comply with WSUIC policies and procedures while studying at WSUIC.

5.1.8   All WSUIC policies will be developed and reviewed in accordance with this policy and its associated procedures and will be consistent with:

a)   applicable legislation (including state and commonwealth laws);
b)   the stated values and mission statement of WSUIC;
c)   WSUIC's ongoing assessment of key risks;
d)   WSUIC's Strategic Plan; and
e)   relevant regulatory quality standards (e.g. TEQSA HES Framework).

5.1.9   As part of the review process policies will be benchmarked in alignment with the relevant College policy and other relevant institutions for currency, appropriateness and best practice prior to their approval and implementation.

5.1.10   Every new and reviewed policy will be accompanied by a communication and implementation plan.

5.1.11   New and reviewed policies will be assessed and approved by the Board of Directors or their delegate against the criteria identified in this document.

5.1.12   A record of the development and approval process for each policy will be maintained by WSUIC's Quality and Compliance Manager for reference by relevant stakeholders.

5.1.13   Policies will be reviewed at a minimum of every two years or earlier if new legislation, regulatory or operational circumstances render it appropriate. Procedures and guidelines may be updated more frequently if required in order to meet current operational needs or practices.

5.1.14   Where an amendment to a policy or procedure is of a minor nature or reflects a specific statutory requirement the time and extent of consultation may be curtailed. However, new policies and procedures, major amendments and periodic reviews should entail a reasonable period of notice to enable all staff and students where relevant to provide comment and feedback.

5.1.15 Policy development and review is to be an inclusive process which engages all relevant stakeholders to ensure that the focus and content of each policy is current, relevant, clear, feasible and deliverable. This is applicable to both the development of new policies and the revision of current ones.

6. Policy Content and Key Provisions

6.1 In order to ensure a consistent format between documents, WSUIC has developed a policy template (Appendix A) and a set of procedures on how to complete the template (see **Policy Development and Review Procedure**).

6.2 The template requires the following sections to be completed using the policy procedures document as a guide in all policy documents:

6.2.1 **Purpose** - a brief statement of the purpose and intent of the policy.

6.2.2 **Scope –** the parameters under which a policy will apply providing clarification of the application i.e. to whom and what the policies applies and any exemptions in place.

6.2.3 **Definitions** – a glossary of the terms and acronyms used in the policy document, listed alphabetically together with their meanings.

6.2.4 **Policy Statement** - a rationale for the policy, including the underlying philosophy of the policy, why it is necessary, the risks it seeks to manage and what the policy aims to accomplish. This section may include a statement of how the policy is related to the WSUIC's core mission and values. Policy Statements will be concise, written using positive language e.g. "WSUIC will…." and range from 1-2 sentences to one or two paragraphs in length, depending upon the subject matter.

6.2.5 **Key provisions of the policy and the circumstances in which these will apply** - outlines the main points of the policy including when the policy is to be applied, who is involved, what needs to be done and the key indicators that will be used to monitor and determine that policy action has been effective.

6.2.6 **Quality and Compliance Statement -** a standard statement that is included in all policy documents. It explains the relationship between the policy and the WSUIC Quality Management and Risk Management Frameworks. It also identifies the location of the policy library and the mechanisms for policy update and retrieval. It also defines the communication mechanisms to address policy amendments for staff and students and, where appropriate the policy inclusion in staff induction or other programs.

6.2.7 **Policy Source –** Identifies the documents and other sources referenced in the development of the policy, including documents for compliance with Copyright laws and any Copyright waivers obtained in the development of the policy.

6.2.8 **Related forms -** lists any WSUIC, Western Sydney University or Navitas forms that are either referenced in the policy or are used as part of the related procedure, rule or guideline in order to achieve the required outcome(s) of the policy.

6.2.9 **Related Policies, Procedures, Guidelines, Rule and Legislation -** lists any WSUIC, Western Sydney University or Navitas policy, procedure, guideline or rule, State or Commonwealth legislation that relates specifically to, or informs the content or intent of, thepolicy.

6.2.10 **Amendment History –** lists all amendments that have been made to the policy to enable stakeholder to easily identify changes and versions of the policy document. It lists the date that the amendment was approved, the designation of the approver, the version reiterations that the policy has gone through and the date when the policy is due to be reviewed as part of the Quality Management cycle.

7. Format

7.1 Policies should be developed using the WSUIC policy template (Appendix A) and follow the guidelines for its completion given in the associated policy development and review procedures.

7.2 All policy documents will be version controlled. The footer of the document should contain the name of the policy, the reference number e.g. POL 14, the version number and versions date e.g. V1.0_approved_July 2017. Each page should be numbered e.g. Page 1 of 6.

7.3 Policies will be written in Calibri (body) 11 pt. black font. The name of the Policy should be in Calibri (body) 22pt Dark Red font. The Amendment History table should be in Calibri (body) 9 pt. black font.

7.4 Clauses should be numbered sequentially with headings in bold Calibri (body) 11 pt. black font.

7.5 Sub-clauses should be numbered sequentially ie 1.1; Second tier sub-clauses should also be numbered sequentially ie 1.1.1 or alphabetically ie a), b), c) etc. Third tier subclauses will be identified in Roman numerals ie i) ii iii.

7.6 When using acronyms, the policy writer will write the name in full the first time the entity or person if referenced then indicate the acronym in parenthesis, e.g. Western Sydney University International College (WSUIC) and include the acronym in the definition list to enable quick reference.

8. Policy Development and Review Procedures

8.1 The development of new policies and the review of existing ones must follow the WSUIC Policy Development and Review Procedures. These procedures specify the steps to be taken, the criteria to be applied and who is accountable when completing the WSUIC policy template (Appendix A).

9.   Policy Approval

9.1   All WSUIC policies must be approved in accordance with the Policy approval process with authority delegated by the Board of Directors as defined in the Delegations Policy (see **Delegation of Authority Policy**).

10.   Policy Library

10.1   The WSUIC Policy Library is maintained by the Quality and Compliance Manager and contains all of WSUIC's approved policies. The WSUIC Policy Library serves as the sole location for the storage, maintenance and retrieval of WSUIC Policy documents. It is housed on the WSUIC SharePoint site and is accessible to all staff. Student and operational policies will be available on the WSUIC website for access by all students and the general public.

11.   Policy Review

11.1.   All WSUIC policies are reviewed by the relevant Approval Authority, being either the Executive Management Committee, the Risk and Compliance Committee, the Academic Board or the Board of Directors. Each policy is to be reviewed every two years to ensure continued regulatory and legislative compliance, operational currency and relevance, and to ensure that it is meeting its objectives and to confirm that it is effectively managing the risks identified by WSUIC in its risk register. Each review is to be aligned with the criteria and provisions of this policy and its associated procedures and the WSUIC Quality Management and Risk Management Frameworks.

11.2   All policy documents published by WSUIC have a set review date which is recorded in the Approval and Amendment History Table.

11.3   Policy reviews will be overseen by the Quality and Compliance Manager in consultation with the Policy Owner.

11.4   All policies that are submitted to either the Board of Directors or the Academic Board with major changes are to be reviewed as a group every two years. This is to assure there is consistency between policies as they change over time.

12.   Implementation Plan and Communication of Each New Policy

12.1   A brief implementation plan is to be provided with each new or revised policy document.
This plan is to identify exactly how those affected by each new or revised policy will be alerted to its provisions and how those who are to implement the policy will be engaged with and supported to apply these provisions consistently and effectively.

12.2   Each Policy will be freely available on the WSUIC SharePoint site for access by staff and, where relevant, students and other stakeholders.

12.3   Emails will be issued to all staff to inform them of any changes to the policy and/or procedures.

13. Quality and Compliance

13.1 This policy and any related procedure/guideline is reviewed periodically as required (at a minimum every two years) for regulatory compliance, operational currency, the identification of continual improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Risk Management Frameworks.

13.2 This policy will be available on the WSUIC SharePoint site for staff access.

13.3 Emails will be issued to all staff to inform and update them on any changes to the policy and/or related procedures.

13.4 New staff will receive policy information during the induction process where it relates to their position.

14. Policy Source

14.1 This policy has been developed and informed by the following sources:
- Western Sydney University Policy Framework Policy retrieved from Western Sydney University DDS Policy Library 20/11/2017

14.2 This policy has also been benchmarked as part of the policy development procedure against the relevant policies of five other Higher Education Providers for relevance, currency and best practice comparison.

15. Related forms

N/A

Approval and Amendment History

Approval Authority:	Western Sydney University International College Board of Directors
Policy Owner:	Quality and Compliance
Approval Date:	27 April 2018
Date for Next Review:	24 May 2024

Revision Date	Version	Summary of changes
27/04/2018	1.0	New Policy developed
14/04/2020	1.0	No amendments
25/05/2022	1.0	Regular Review- no amendments
07/05/2024	1.1	Changed the list of Approval Authorities in clause 11.1 to reflect the changes made to the Policies Approval Schedule. Added a new clause 11.4 to indicate that all policies subject to major changes are to be reviewed as a group every two years.

Appendix A: WSUIC Policy Template

(to be completed using the Policy Development and Review Procedures)

Policy Name

1.   Purpose

2.   Scope

3.   Definitions

4.   Policy Statement

5.   Key provisions of the policy and the circumstances in which these apply

6.   Quality and Compliance

The following wording is to be included in every policy and complied with by all concerned parties: 'This policy is reviewed periodically as required (at a minimum every two years) for regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Risk Management Framework.

6.1   This policy will be available on the WSUIC website for students and the WSUIC SharePoint site for staff access.

6.2   Emails will be issued to all staff to inform and update them on any changes to the policy and/or related procedures and guidelines.

6.3   New staff will receive policy information during the induction process where it relates to their position.'

7.   Policy sources including Benchmarking

8.   Related Forms

9   Related Policies, Procedures and Guidelines

10.   Approval and Amendment History

Approval Authority:	Insert name of authorised approval group		
Policy Owner:	Insert name of policy owner		
Approval Date:	Insert date of approval		
Date for Next Review:	Insert date for review		
Amendments			
Revision Date	Version	Summary of changes	

Appendix A, B etc. if required.