



Policy Development and Review Policy

Effective Date: 2025.08.14

Last Reviewed: 2025.06.25

Version: v2 2025.06.25

1. Purpose

The purpose of this policy is to outline the requirements for the development, review, revision and approval of Alphacrucis University College's (AC) policies and procedures.

2. Scope

This policy applies to all policies which form part of the AC Policy and Procedures Manual (PPM).

3. Definitions

- 3.1. **Approval Body:** the designated authority responsible for the formal approval of policies.
- 3.2. **Endorsement Body:** a committee or executive member who provides formal endorsement of a policy draft before submission to an Approval Body for final approval.
- 3.3. **High Risk Policy:** a policy deemed to have significant potential impact on AC's compliance, operations, or reputation. High risk policies require approval by Council.
- 3.4. **Major Change:** a substantive amendment to a policy that alters its scope, intent, or operational impact, and requires re-approval through the formal policy approval process.
- 3.5. **Minor Change:** a non-substantive update to a policy or procedure, such as correction of grammar, formatting, or terminology, which does not alter the scope, intent or application of the policy.
- 3.6. **Plain English:** language that is clear, concise, and free of jargon, designed to be easily understood by all relevant stakeholders.
- 3.7. **Policy:** a formal statement that outlines the principles, rules and processes adopted by AC to guide decisions and achieve quality outcomes pertaining to a particular aspect of the College.
- 3.8. **Policy Owner:** the individual or designated role responsible for developing, reviewing, communicating, implementing and maintaining a specific policy and its associated procedures.
- 3.9. **Policy Review:** a formal process to evaluate a policy's continued relevance, accuracy, and effectiveness, typically conducted at least once every five years or as required.
- 3.10. **PPM (Policies and Procedures Manual):** the official and central repository of all current and approved AC policies and procedures.
- 3.11. **Procedure:** a set of defined steps or actions required to implement a policy. Procedures ensure consistent application of policy by detailing how specific activities are to be performed.
- 3.12. **Stakeholders:** individuals or groups who are affected by, or have a vested interest in, a policy and its implementation. This may include staff, students, partners, or external regulators.

4. Policy Statement

4.1. Principles for Effective Policy and Procedure Management

- 4.1.1. This policy outlines the requirements for the development and management of policies and procedures to ensure that they are:

- a. written clearly and concisely, with well-reasoned content presented in plain English where possible;
 - b. limited in number to promote ease of use and reduce the burden of governance and review;
 - c. continuously monitored to ensure they achieve their intended outcomes;
 - d. adaptable to accommodate rapidly changing institutional, sector-specific, legislative, regulatory, and systems-related developments; and
 - e. effective, meaning they are well understood by users, consistently followed, and demonstrably meet their objectives.
- 4.1.2. Where appropriate, a policy may include a procedures section to define the specific processes, practices, or actions required to implement and comply with all or parts of the policy.
- 4.1.3. Policies and procedures of AC shall be reviewed on a regular basis, depending on the policy type and its scope. There must be no more than five years between policy reviews.
- 4.1.4. A policy owner has discretion to initiate review of a policy sooner than its next review date.
- 4.1.5. The Approval Body for a policy may request an earlier review where they consider this is needed to improve the policy's effectiveness due to changing circumstances internally and/or externally.
- 4.1.6. Policies and procedures will continue in force until they are replaced or rescinded.

4.2. Policy Approval Bodies

- 4.2.1. Any new policy or major change to an existing policy requires the approval of an Approval Body before it can become a part of the PPM. There are three Approval Bodies at AC:
- a. Council;
 - b. Academic Board;
 - c. Executive.
- 4.2.2. The appropriate Approval Body must be listed on each policy and will generally be determined using the following matrix:
- a. Low or Medium Risk — Academic Category: Academic Board | Management Category: Executive;
 - b. High Risk — Academic Category: Council | Management Category: Council.

4.3. Policy Risk Rating

- 4.3.1. The risk rating of a policy is determined using the Risk Assessment Matrix found in the Risk Management Policy.
- 4.3.2. It is the responsibility of the Approval Body to determine the risk rating of a policy.
- 4.3.3. If a policy is deemed high risk, it will be referred to Council for approval.

4.4. Policy Amendments

- 4.4.1. Minor editorial updates that do not affect the title or substance of the policy do not need to go through usual approval procedures. These include correction of typographical or formatting errors or changes to key words and definitions.
- 4.4.2. Major policy changes must follow the usual policy and procedure approvals process.

4.5. Policy Version Control

- 4.5.1. Version numbering for all policy documents is as follows:
- a. new, approved documents start at v1.0;
 - b. the approval date must be included in the policy title as follows: v1.0 YYYY.MM.DD;
 - c. increment of digit to the left of full stop, e.g. v1.0 to v2.0, indicates a major change approved by the Approval Body;
 - d. increment of digit to the right of the full stop, e.g. v1.0 to v1.1, indicates an approved minor change, an editorial change, or no change following scheduled review.

5. Roles and Responsibilities

- 5.1. **Approval Bodies:** Approval Bodies are responsible for approving new or revised policies in accordance with their delegated authority and the risk rating matrix; approving rescinding a policy document; and referring high-risk policies to Council as required.
- 5.2. **Endorsement Bodies:** Endorsement Bodies are responsible for reviewing and providing formal endorsement of policy drafts and revisions prior to submission to the relevant Approval Body; and ensuring that feedback is documented and addressed.
- 5.3. **Policy Owners:** Policy Owners are responsible for developing, reviewing and updating policies and procedures; ensuring stakeholder consultation is undertaken; communicating and, if necessary, providing training on new or revised policies; implementing policies, and ensuring alignment of related policies and procedures; and rescinding policy documents in accordance with the procedure outlined in this policy if necessary. As part of their ongoing monitoring responsibilities, policy owners also log and report any policy breaches or compliance issues to the endorsement body.
- 5.4. **President:** The President has overall responsibility for ensuring the implementation and oversight of this policy; and is responsible for reviewing this policy as scheduled or as needed.
- 5.5. **Quality and Standards (Q&S) Team:** The Q&S Team is responsible for publishing new or revised policies on the PPM; maintaining approved policy versions in SharePoint; ensuring compliance with formatting and version control requirements; and supporting policy lifecycle management and document control.
- 5.6. **Staff and Stakeholders:** Staff and Stakeholders are responsible for complying with all applicable policies and procedures; and providing feedback during consultation periods as required.

6. Procedures

- 6.1. The approval process for a new or revised policy is as follows.

6.2. Stage 1 — Research

- 6.2.1. Research for a new or existing policy is initiated by the owner of a policy. This may include investigation of:
- relevant government policy and legislation, and national codes;
 - existing policies and the need for the policy;
 - AC's strategic direction;
 - external benchmarking;
 - stakeholder feedback;
 - whether the policy is consistent with best practice and strategic directions of AC;
 - whether any related policies need to be revised or rescinded;
 - other relevant information that could inform the policy development or review.

6.3. Stage 2 — Draft Policy

- 6.3.1. A draft of the new or revised policy is prepared by the policy owner, based on the research undertaken, using the approved AC Policy Template.
- 6.3.2. If consequential revision is required to related policies or procedures, these drafts must also be prepared by the relevant policy owner.
- 6.3.3. Part of the preparation of the draft policy should include consultation with stakeholders.
- 6.3.4. Policy reviews and developments are guided by the Guidelines for Developing and Reviewing AC Policies.

6.4. Stage 3 — Endorsement

- 6.4.1. Endorsement of the draft policy should be sought, usually through one of the sub-committees of Academic Board (for academic policies) or the relevant member of the Executive (for management policies).
- 6.4.2. Feedback on the draft policy is documented and taken into consideration. If required, adjustments are made accordingly before proceeding to Stage 4 — the Approval Process.
- 6.4.3. Where previous policies are replaced by a new policy, or merged with another policy, endorsement of the previous endorsement body must be sought.

6.5. Stage 4 — Approval by Relevant Approval Body

- 6.5.1. The final draft of the policy is submitted to either Executive or the Academic Board, by the Endorsement Body or relevant member of the Executive. Executive or Academic Board may approve low or medium risk policies.
- 6.5.2. High risk policies must be sent to Council for approval.

6.6. Stage 5 — Communication and Publication

- 6.6.1. When a new or reviewed policy is approved, it must be forwarded to the Quality and Standards Team for publishing to the PPM.
- 6.6.2. The Quality and Standards Team stores the new version of the policy document in SharePoint and archives the old version.
- 6.6.3. The Policy Owner must ensure communication in writing of the newly approved policy, to people or groups who have a vested interest.
- 6.6.4. If required, the Policy Owner provides training to relevant stakeholders regarding the policy document.
- 6.6.5. Policies take effect on the date approved, unless an implementation date is prescribed by the Approval Body.

6.7. Rescinding a Policy Document

- 6.7.1. To rescind a policy document, the Policy Owner of the policy document should consult with the Quality & Standards Team on the reasons for rescinding. Reasons for rescinding may include but are not limited to:
- the policy document is replicated elsewhere in the AC policy suite;
 - the policy document is no longer relevant or required; or
 - the policy document has been superseded by legislation or regulatory change.

7. Responsible for Implementation

- 7.1. President.

8. Related AC Policies or Documents, Standards and Legislation

8.1. AC Policies or Documents

- 8.1.1. Risk Management Policy;
- 8.1.2. AC Policy Template;
- 8.1.3. Guidelines for Developing and Reviewing AC Policies.

8.2. Relevant Standards and Legislation

- 8.2.1. Higher Education Standards Framework (Threshold Standards) 2021;
- 8.2.2. Standards for Registered Training Organisations (RTOs) 2015.

9. Review and Revision

This policy will be reviewed by the President on a regular basis in accordance with the Policy Development and Review Policy. Any proposed changes will be tabled at the Quality Assurance Committee for endorsement and Academic Board for approval. Revisions will be communicated to all relevant stakeholders upon approval.

10. History of Approval and Amendments

Policy owner	President
Policy category	Management: Governance
Policy status	Approved
Approval Body	Academic Board
Endorsement Body	Quality Assurance Committee
Approval Date	2025.08.14
Last Review Date	2025.06.25
History of Policy Amendments	
V1 2022.12.20	Original policy approved.
V2 2025.06.25	Major revision; updated approval matrix, risk rating framework, and version control requirements.

Add a new row for each version of the policy. Do not remove previous changes.

Appendices

N/A.