

Health Education and Training Institute Higher Education Academic Policy Development Framework Policy

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Contact	Director
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Review date	December 2019
Risk Assessment	As per Attachment 1 to this document.

Document History

Version	Issued	Status	Author	Reason for Change
v0.1	7 December 2015	Draft	Geoff Murphy	Draft document
v0.2	14 January 2016	Draft	Mark Wilbourn	Consolidation of feedback
v0.3	20 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 20 January 2016
v0.4	25 January 2016	Draft	Geoff Murphy	Post review amendment
v0.5	28 January 2016	Draft	Mark Wilbourn	Incorporating Feedback from the Policy Review Workshop
v1.0	24 February 2016	Final	Mark Wilbourn	As approved by Health Education and Training Institute Higher Education Governing Council
v1.1	21 July 2017	Draft	Valerie Rhodes	Review of Approval Delegations
v1.2	27 July 2017	Draft	Mark Wilbourn	Review
v1.3	2 November 2017	Final	Governing Council	Amendments from Governing Council
v2.0	15 February 2018	Final	Valerie Rhodes	As approved by Health Education and Training Institute Higher Education Governing Council

Issued under the authority of the Health Education and Training Institute Higher Education Governing Council

Health Education and Training Institute Higher Education Academic Policy Development Framework Policy

Policy Statement

This document provides the framework for the development, approval and publication of Health Education and Training Institute (HETI) Higher Education academic policies, procedures, guidelines, processes and forms. The purpose of the policy is to establish standards and formats that make the overall suite of policies and related documents easy to access and understand, consistent with each other and also to ensure that they are kept up to date.

Aims and Objectives

1. HETI Higher Education wide policies and related documents provide the framework by which HETI Higher Education requires its academic governance operations to be conducted. They are the basis on which members of the HETI Higher Education community are expected to manage the academic affairs of HETI Higher Education. They also reflect, as appropriate, relevant NSW Health policy directives.

Overview

2. HETI Higher Education has adopted a standard procedure for the development, approval, publication and review of these documents. All individuals involved in the development, approval and implementation of HETI Higher Education wide academic policies and related documents are required to comply with this procedure.
3. In addition, every proposal to develop a new HETI Higher Education academic policy must have a senior sponsor who will bear responsibility for implementing their sponsored policies across HETI Higher Education:
 - a. effectively communicating the policies;
 - b. reviewing and updating the policies regularly;
 - c. and monitoring the policies for compliance and integrity.

4. This policy should be read in conjunction with the:
 - d. Academic Policies Framework;
 - e. Academic Governance Policy.

Definitions

5. For the purposes of this policy:
 - a. **Governing Council:** means the governing council of HETI Higher Education.
 - b. **Academic Board:** means the academic board of HETI Higher Education.
 - c. **Teaching and Learning Committee:** means a committee of the Academic Board.
 - d. **Policy:** a statement that must be complied with and implemented that sets out HETI Higher Education's official position in relation to a particular academic governance issue including any mandatory requirements.
 - e. **Procedure:** a statement that sets out HETI Higher Education's standard and required practice for implementation of a NSW Health policy or HETI Higher Education academic policy.
 - f. **Guideline:** a statement that establishes best practice on how HETI Higher Education academic policies and procedures might best be implemented or applied. Sound reasons must exist for departing from a guideline.
 - g. **Process:** a statement that sets out HETI Higher Education's standard and required practice for implementation of specific aspects of HETI Higher Education academic procedures.

Procedures

6. Governing Council must approve all new HETI Higher Education academic policies and procedures on the recommendation of the Academic Board after endorsement of the Teaching and Learning Committee using the HETI Higher Education policy approval process.
7. The general principles that apply to the development and publication of HETI Higher Education academic policies and related documents are that they:

- a. have been made available for consideration and comment by those who may be affected by them prior to them being submitted for approval;
 - b. are written in a plain English style that is concise and easy to understand;
 - c. are practical and present requirements clearly and logically in order to facilitate understanding and compliance;
 - d. are consistent with each other and comply with relevant statutory and relevant NSW Health requirements that apply to HETI Higher Education;
 - e. are readily available and accessible to all people who may have an interest in or be affected by them;
 - f. have a designated authoring portfolio and contact responsible for maintaining the currency of the document, undertaking periodic review, and responding to requests for clarification or interpretation;
 - g. are reviewed regularly and are kept up to date.
8. 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 limited. However, new policies and procedures, major amendments and periodic reviews must include a reasonable period of general exposure to enable those affected or interested to provide comment.
9. The general principles that apply to the application and interpretation of HETI Higher Education's academic policies and related documents are that:
- a. they are to be implemented and enacted in a fair and consistent manner, having regard to stated requirements and their spirit and intent;
 - b. regard must be paid to the overall policy framework of HETI Higher Education, of which the academic policies form part, and the provisions of all relevant NSW Health policy documents and particularly those with universal application such as the NSW Health Code of Conduct.

Copyright

10. No policy, or related document is to contain copyright material belonging to a party other than HETI Higher Education without the express written permission of the copyright owner for the use of the material in the document. The permission obtained from the copyright owner must give HETI Higher Education the right to publish the material on the HETI Higher Education website indefinitely or for a specified duration.
11. If copyright material is being used, the document being published must include an acknowledgement of the owner and contain a statement to the effect that the material is being reproduced and communicated with the permission of the copyright owner.

Policy Feedback

12. Feedback from HETI Higher Education staff and students about content is important to ensuring the relevance of policies and related documents. Feedback on existing documents can be provided at any time to the relevant author or contact.

Initial Policy Development

13. Where a new academic policy, procedure or guideline is proposed, prior consultation must occur with the Executive Director HETI Higher Education and must include brief details as to the nature and purpose of the new document, the anticipated timeframe for development, and the name of the author and contact. Consideration must be given to:
 - a. The type of document required: policy, procedure or guideline;
 - b. The resource (human and financial) implications of the proposal;
 - c. The implications for stakeholders such as professional, accrediting and regulatory bodies and other HETI Higher Education partners;
 - d. The stakeholders to be consulted;
 - e. Whether a new document is required or could the objective be achieved by amendment to an existing document;
 - f. Whether there will be significant implementation and/or monitoring implications.

Approval

14. All new and major amendments to HETI Higher Education academic policies and public facing procedures must be approved by the Governing Council on the recommendation of the Teaching and Learning Committee and the Academic Board using the HETI Higher Education policy approval process.
15. Minor amendments to HETI Higher Education academic policies and procedures must be approved by the Academic Board.
16. Periodic Policy Reviews must be undertaken by the Teaching and Learning Committee and approved as required.
17. Amendments which are considered to be administrative or formatting must be approved by the Chair Teaching and Learning Committee.
18. Supporting documentation for processes and associated forms (both public facing and back office) must be approved by the Chair Teaching and Learning Committee.
19. Amendments to any policy, procedure, guideline, process or form is to be minuted by the Academic Board and Teaching and Learning Committee as appropriate.

Roles and Responsibilities

Policy Implementation

20. All HETI Higher Education policies, procedures and guidelines must have an implementation process. Implementation often requires changes to current practices and it is the policy sponsor's responsibility to ensure that policy requirements are effectively communicated to staff and students.

Policy Review

21. All policy and related documents must have a set review date, usually not greater than three years from the date of publication or re-publication. The review must be initiated at that point in time.
22. The essential purpose of a review is to examine whether the policy has achieved its objectives and is still relevant and useful to the needs of HETI Higher Education.

Policy Publication

23. HETI Higher Education policies, procedures, guidelines and student forms must be published on the HETI Higher Education website using the approved template format.
24. The Executive Director HETI Higher Education or delegate must approve the publishing on the HETI Higher Education website of all policies, procedures, guidelines and student forms.

Related Documents

- Health Education and Training Institute Higher Education Academic Governance Policy
- Health Education and Training Institute Higher Education Academic Policies Framework

Acknowledgement:

Health Education and Training Institute Higher Education gratefully acknowledges the permission granted by Western Sydney University (WSU) for the use of its policy template and policy content in the development of this publication.

IMPLEMENTATION CHECKLIST – COMPLIANCE SELF ASSESSMENT

Assessed by:	Date of Assessment:		
IMPLEMENTATION REQUIREMENTS	Not commenced	Partial compliance	Full compliance
1.			
	Notes:		
2.			
	Notes: Relevant Director		
3.			
	Notes: TRIM reference number -		
4.			
	Notes:		
5.			
6.			
	Notes:		

Attachment 1

RISK ASSESSMENT

<Document Title>

1.	Policy/Process being assessed	Notes
	Document Number	
	Publication date	
	Scheduled review date	
	Date of this risk assessment	
	Name & position of assessing officer	
2.	Summary of policy purpose (from PD Cover Page)	
3.	Agency (HETI) key roles & responsibilities as per PD	
4.	Risk Assessment	
4.1	Identification of risks – what might happen & how?	
	1.	
	2.	
4.2	Analysis of risks – combined estimate of the consequence & likelihood of the risk, using NSW Health Risk Matrix (attached)	
	<ul style="list-style-type: none"> • Consequence: • Likelihood: • Risk rating : 	
4.3	Evaluation of risks – comparison of the level of risk as determined against a predetermined criteria to determine whether a level of risk is acceptable or needs to be treated.	
	Risk level assessed after implementing treatment:	
	<ul style="list-style-type: none"> • Consequence: • Likelihood: • Risk rating : 	
	Evaluation –	

Risk Assessment Approval

Name & position of approving T2 Officer:	
Date:	