

# Policy Framework

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## 1. Purpose

The purpose of this policy is to outline the framework and process that the Asia Pacific International College Pty Ltd, the ECA Higher Education Institute Pty Ltd trading as ECA College of Health Sciences Pty Ltd and the Higher Education Leadership Institute Pty Ltd (referred to jointly in this policy as ‘the College’) will apply for establishing, maintaining, reviewing, retiring, and updating policies, codes of conduct, procedures, frameworks, and guidelines. These documents are an integral part of the Quality Framework and give certainty to operational processes, both administrative and academic.

## 2. Scope

This policy applies to policies, codes of conduct, procedures, frameworks and guidelines of the College. All staff and students must comply with the College’s policies, codes of conduct, guidelines, and procedures. Failure to do so may result in a range of consequences, including increased risk to the College and disciplinary actions.

## 3. Definitions

| Item                      | Definition   |
|---------------------------|--|
| <i>Approval Authority</i> | Policies can only be approved by the Board of Directors (governance), Academic Board (academic matters), or CEO (operational).   |
| <i>Code of conduct</i>    | Codes of Conduct are documents that express the behaviour that is expected and necessary to meet the core values and obligations of the College.   |
| <i>Disseminate</i>        | The official announcement or circulation to internal stakeholders of a new policy or one which has undergone significant revision.   |
| <i>Document owner</i>     | Document owners are responsible for ensuring policies and associated documents are developed, approved, and implemented following this framework.  |
| <i>Governance</i>         | The processes by which the College is governed including delegations of authority, responsibility, accountability and stewardship, and control exercised in the operation of the organisation.       |
| <i>Guideline</i>          | A statement offering advice and guidance on the implementation of the College’s policy or procedure.   |
| <i>Minor amendments</i>   | Correction of typos, update of legislation, changes to position titles, insert additional information under existing headings or related documents.  |
| <i>Policy</i>             | A formal statement or directive that gives effect to the College and any external regulatory requirements. Policies guide decision-making and govern areas of academic and administrative operation. |
| <i>Procedure</i>          | A directive outlining the specific tasks, processes, and responsibilities required to effectively implement a policy or regulation.  |
| <i>Publication</i>        | Uploading on the College website or Intranet   |
| <i>Template</i>           | Approved format for policies, procedures, guidelines, and supporting documents.  |

#### 4. Policy Statement

The College is established and governed by the *Corporations Act 2001*, the principal legislation regulating companies in Australia, and the College's Constitution. The College is also governed by the following acts and legislative frameworks that regulate the Higher Education sector:

- Education Services for Overseas Students (ESOS) Act 2000.
- Tertiary Education Quality Standards Agency Act 2011.
- Higher Education Standards Framework (Threshold Standards) 2021.
- Higher Education Support Act (HESA Act) 2003.
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

Policies, procedures, and guidelines complement these Acts by:

- Providing direction for the good management and effective operations of the College.
- Ensuring compliance with legislative and regulatory requirements.
- Supporting the achievement of the College's strategic goals.
- Improving the management of risk.

#### 5. Approval Authority

Policies can only be approved by the Board of Directors (governance), Academic Board (academic matters), or CEO (operational and minor amendments).

##### 5.1 Board of Directors

The powers and functions of the Board of Directors include establishing policies relating to the governance of the College as well as oversight of academic activities, as detailed within the College's Constitution and the Governance Charter. The Board of Directors delegates the responsibility for academic-related matters to the Academic Board. Minor changes to governance policies may be approved by the shareholders representative on the Board of Directors.

Governance policies approved by the Board of Directors typically relate to:

- Statutes, regulations, and standing resolutions.
- Strategic positioning.
- Risk management.
- Fiduciary responsibility.
- Delegations of authority.
- Legislative and regulatory compliance.
- Well-being and safety.
- Grievances and appeals.
- Financial responsibility.

## 5.2 Academic Board

Under delegation from the Board of Directors, academic policies are approved by the Academic Board. Academic policies typically include:

- Academic quality assurance and standards.
- Quality of learning and teaching.
- Course design, approval, delivery, and review.
- Assessment, progression, entry requirements.
- Scholarship, Research and Research Training.

Minor amendments to academic policies may be approved by the Dean and recorded in the College's Policy Register.

## 5.3 Chief Executive Officer

The Board of Directors delegates to the CEO, the responsibility as detailed with the College's Delegations Authority Policy and Delegations Authority Register for the efficient conduct of the College's business operations.

The Executive Management Group, under the leadership of the CEO, collectively plans, organises, and manages the operational matters including operational priorities, plans, policies, and directions given by the Board of Directors and the Academic Board.

Operational policies approved by the CEO typically include staffing, marketing, agents, fees and refunds. Minor amendments to all policies (excluding academic policies) may also be approved by the CEO in their capacity as the shareholders representative on the Board of Directors.

## 6. Policy Development, Approval, and Review

### 6.1 Policy Development and Approval

Major policy reviews are to be undertaken within 2 years of the respective policies last approval date. Changes to a policy that do not necessitate a full policy review may occur within this timeframe without extending the review date of the policy.

The creation of a new policy or significant revision of an existing policy will be necessary for several reasons including:

- Changes to legislation.
- Changes to the higher education regulatory framework.
- Changes in the strategic direction of the College.
- Outcomes of reviews and audits.
- Alignment with other Colleges in the ECA Group.
- Scheduled review.

Shorter review periods may be necessary if a policy is rather complex or addresses new operational areas.

The following matters must be considered when a new policy is developed, or an existing policy is reviewed:

- Relevant government policy, legislation, and regulation.
- Existing policies to ensure that there is no policy overlap and to ensure consistency of tone and style.
- The implementation of the policy in practice.
- Resourcing implications.
- Improvements based on stakeholder feedback.
- Benchmarking across other higher education providers with Self Accrediting Authority (SAA), University College or University status.
- Applicability of the policy to changing market and legislative environments.
- Relationship with existing policies and government legislation.
- Development of a supporting procedure.

All policies must be developed with a view of co-branding policies across the Asia Pacific International College Pty Ltd, the ECA Higher Education Institute Pty Ltd trading as the ECA College of Health Sciences Pty Ltd and the Higher Education Leadership Institute Pty Ltd. If co-branding a policy is not possible to nuances between one or more ECA higher education providers, separate policies may be written.

Each page of a policies, procedures, guidelines and frameworks must display the following information:

- Logo(s) of all application College's covered by the policy.
- Page numbers, including how many page numbers there are in total across the policy.
- The legal name, Australian Business number (ABN), TEQSA Provider number and CRICOS number for each higher education provider covered by the policy.

## **6.2 Version Control**

All policies must undergo a version control process. Version 1 is the original version when the policy is first approved by the approval authority, or when amalgamating policies across the ECA Group.

When a policy is first approved it will become version "1.0". Minor amendments to version 1.0 will be version 1.1 and so forth. This remains valid till the next major revision and approval in which case the version will be 2.0. The version control table with the summary of changes is to be displayed the end of each policy (prior to an appendix) and need only cover the past three years of revision history.

All superseded policies shall be archived and be accessible to the College in the historical archives. historical reference. The Quality Team shall maintain a register of all approved policies, guidelines, procedures, and forms which shall record:

- Title of the policy, procedure, framework or guidelines.
- Current version and date approved.
- Document owner.
- Approval authority.

- Next review date.
- Relevant stakeholders.

### **6.3 Policy Review and Approval Process**

All policies are developed and written by the appropriate College staff, and that the draft of a new or revised policy is communicated to the relevant internal stakeholders. Finalised draft policies are then submitted to the Quality Team to seek formal approval from the respective Approval Authority.

## **7. Dissemination, Publication, and Implementation**

### **7.1 Policy Dissemination**

The current versions of all policies must be easily accessible to all relevant stakeholders. It is also important that relevant stakeholders are advised when an existing policy is revised, or a new policy is developed.

Staff and students will be initially familiarised with current policies and where to access them through staff induction and student orientation.

All policies with major changes will be disseminated through emails or executive management meetings, with a summary of changes provided together with a hyperlink to the location of the new or revised policy.

### **7.2 Policy Publication**

Once a policy has been approved, the Policy Register is updated, and the policy is published on the College Website or within the Staff SharePoint.

### **7.3 Policy Implementation**

The College's policies, procedures, guidelines and frameworks will be implemented with oversight from the relevant Document Owner. All policies must be implemented fairly and consistently across all campuses and courses.

## **8. Related Documents**

- Constitution
- Delegations of Authority Policy
- Delegations of Authority Register
- Governance Charter
- Policy Register
- Quality Framework

## **9. Relevant Legislation**

- Corporations Act 2001
- Education Services for Overseas Students Act 2000 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021
- Higher Education Support Act 2003 (Cth)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code)
- Privacy Act 1988
- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)

## 10. Version Control

|                         |  |
|-------------------------|--|
| <b>Document ID</b>      | Policy Framework                         |
| <b>Category</b>         | Governance                               |
| <b>Document owner</b>   | General Manager Higher Education Quality |
| <b>Approved by</b>      | Board of Directors                       |
| <b>Next review date</b> | 12 December 2027                         |

| Version | Summary of Changes   | Approval Date    |
|---------|--|------------------|
| 1.0     | <p>Amalgamation and co-branding of previously separate policies across the ECA IHEs.</p> <p>Added requirement to co-brand policies across the ECA IHEs.</p> <p>Add requirement to benchmark policies against other higher education providers.</p> | 12 December 2025 |