



Policy Framework

Version 2.0 December 2023

Contents

Section A – Introduction	3
A.1 Overview.....	3
A.2 Purpose	3
A.3 Scope.....	3
Section B – Policy	4
B.1 Framework	4
B.2 Guiding Purpose.....	4
B.3 Principles for the Policy Framework	5
B.4 Policy Domains.....	6
Section C – Governance	8

Section A – Introduction

A.1 Overview

This Policy Framework applies to the Navitas Bundoora Pty Ltd (LTCA, La Trobe College Australia, The College) and to all staff and governance bodies. The framework sets out the principles and responsibilities for the operation of the College. The framework is informed by the Australian higher education regulatory environment including the Higher Education Standards Framework (Threshold Standards) 2021, the National Code of Practice for Providers of Education and Training to Overseas Students 2018, the College partnership agreement with La Trobe University, and the Navitas Pty Limited policy environment. The underpinning principles for the development of college policies are identified as follows.

A.2 Purpose

Policies are:

- Reflective of the organisational commitment to creating a positive, safe and enabling learning environment for international and domestic students
- Reflective of the organisational commitment to good governance and quality outcomes
- Reflective of legislative and regulative requirements
- Student centred
- Reflective of the support, rigour and scaffolding required for all pathway students to achieve successful transition to La Trobe University
- Expressed in concise, direct and accessible language
- Presented in a consistent style, maintained electronically
- Publicly accessible and searchable.

A.3 Scope

The Navitas Bundoora Pty Ltd Policy Framework pertains to all staff and students at all College campuses.

Section B – Policy

B.1 Framework

The Policy Framework at the College applies to all staff and governance bodies. The framework sets out the principles and responsibilities for the operation of the College. The framework model is set out in the College's Framework policy. The framework is informed by the Australian higher education regulatory environment including the Higher Education Standards Framework (Threshold Standards) 2021, the ESOS Framework (including National Code, ELICOS Standards and National Standards for Foundation Programs) and the Navitas Pty Limited policy environment.

The College policies, procedures and associated documents are designed to enable and empower whilst ensuring the sustainability of the College and the maintenance of 'good practice' risk and compliance management. The College's Legislation and Compliance Policy outlines how the College meets its regulatory and compliance obligations.

All Policies and Procedures are developed, deployed, monitored and revised in accordance with Navitas policy management guidelines. The College Quality Risk and Compliance Manager oversees the policy review process and ensures appropriate governance of and communication of updated policies to staff and students.

The Policy Framework fits within the College's broader governance structures:

- Legislation and Regulation
- Standards, Codes of Conduct/ Ethics or Awards
- Navitas Governance Structure
- La Trobe University Partnership Agreement
- La Trobe College Australia Mission, Vision and Values
- Guiding Documents
- Policies
- Procedures
- Required plans (Strategic, Business, Wellbeing Health and Safety, Learning and Teaching, etc)

B.2 Guiding Purpose

The Policy Framework is guided by the purpose and values set out in the College Mission, Vision and Core Values statement:

Mission - To deliver a world-class student experience through innovative practices, outstanding people and personalised support

Vision - To be a global leader quality education

Core Values

- We have conviction to our purpose and potential
- We demonstrate drive by achieving and advancing together
- We are adventurous in mind and spirit
- We demonstrate rigour in enhancing our professional reputation and credibility
- We are genuine in the way we behave and deliver
- We show respect by celebrating, valuing and caring for people and the environment

The Policy Framework is guided by several Guiding Documents contained in the Policy Library which underpin the development of policies and procedures. These documents include:

- The College Quality and Continuous Improvement Policy encapsulates the quality management and assurance system, it reflects the College commitment to the highest level of quality in its provision of educational pathway programs through a process of quality management and

improvement, based on maintaining an understanding of stakeholder needs and responding to those needs appropriately

- College compliance with legislative obligations is detailed in the Legislation and Compliance Policy. This guiding document provides a summary of the substantive legislation that applies to the College in all aspects of its operations, including its delivery of services to overseas and domestic students.
- The College's approach to Learning and Teaching through its committee reporting into the Academic Board balances a commitment to high levels of academic standards with the support required for pathway students to becoming effective, independent learners in a tertiary setting.
- The Student Code of Conduct Policy describe the rights and responsibilities of students and how the College will support and work with students, assisting them to become effective learners and college community members.

B.3 Principles for the Policy Framework and Policy Levels

The purpose of a Policy Framework is to draw together and integrate a range of policies and procedures and related plans and documentation.

The Policy Framework may be of public or internal documents, depending on the nature of the subject. The Policy Framework should be maintained as current, by annual review or as policy documents are updated.

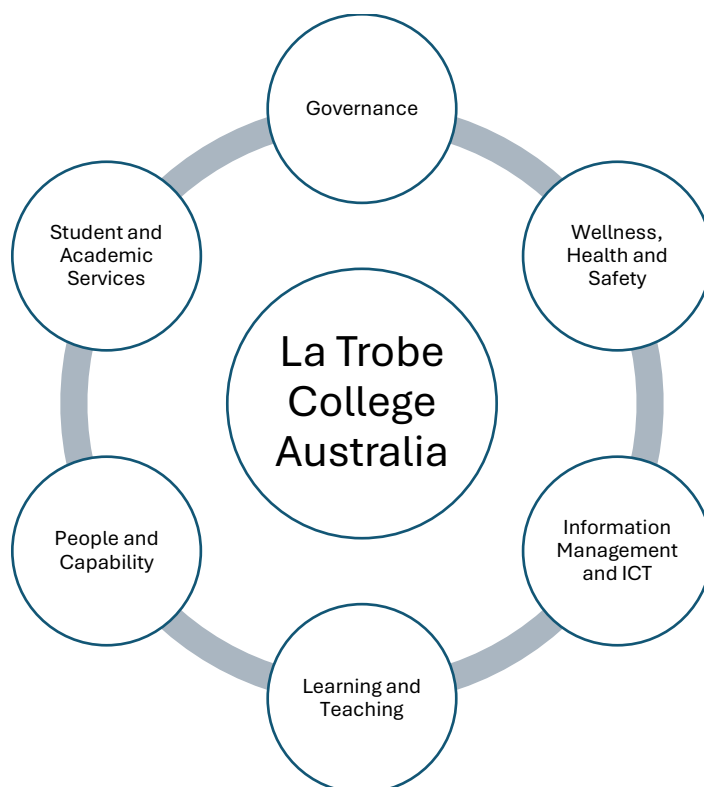
The College policies provide a concise, formal and official position statement identifying how members of the College are to act in areas of its operation. A policy is a high-level strategic directive that establishes a principle-based approach to a subject and is generally stable over time; while policies are subject to regular review as part of good governance, they do not contain the level of detail that means they rapidly become out of date as staff and procedures change. A policy should be developed for any area of the College's operation where direction or purpose needs to be set in order to conduct College business.

A policy is implemented through other instruments, such as procedures, process workflow diagrams, and guidelines, which give instructions and set out processes. Where a policy has a related set of procedures/guidelines, this will be noted in the policy and access details and/or hyperlinks provided. A table (RASCI) identifies areas/officers within the policy domain. The table below highlights the types of documents within the policy domain.

Document	Descriptor	Approval Process
Policy	A concise statement of the College's position and/or intent on a certain matter in order to guide practice.	Approved by the College's Governance Structure (Academic Board where relevant to Teaching and Learning)
Procedures	The description of a process intended to implement a Policy. A Procedure uses the Plan, Do, Check/Review, Act approach. A procedure describes who does what and when in a sequential order and often incorporate a process map.	Approved by Senior Management member with delegated authority

Guidelines	Supporting information required for 'best practice' outlined in the policy and procedure. Effective Guidelines support the level of predictability about actions undertaken within the College.	Approved by Senior Management member with delegated authority
Forms and Templates/Checklist	Documents set up to ensure that copies and/or new versions of a document are duplicated accurately.	Approved by Senior Management member with delegated authority

The Policy Framework at the College revolves around the following major domains. Each policy document is classified within a domain for better governance purposes.



B.4 Policy Development, Approval and Review

Policies are only to be developed when there is a justifiable need that has been clearly identified and appropriate permissions obtained. The College endeavours to keep the number of policies to a minimum in line with the College's value system of respecting the ability of staff to act responsibly when it comes to decision making.

All policies will be presented in the standard College policy format and will consider:

Clarity: In addition to the use of plain English writers must develop policies that are readily understood by readers who do not necessarily have expertise in the subject matter. The user of a policy should be able to understand what is required of them or of others, and the person to ask for further assistance. Ideally the policy will also articulate why it is important to undertake activities in the required manner and what are the consequences of non-compliance.

Accountability: Individuals are accountable for their actions and are expected to follow College policy. The policy creates a hierarchy of accountabilities (RASCI).

Responsibility: This will be closely located to the activity. The policy owner is the person with responsibility for the activities carried out pursuant to the policy.

Stakeholder Consulting: Provision is made for regular review and updating of policies, thus providing a continuous, active and responsive process.

Externality: Policy development will, where appropriate, use external points of reference (for example, benchmarking with other colleges and partner University).

Transparency: There will be clarity and transparency about the policy-making process.

Accessibility: All members of the College community will have ready access to policies through the normal use of the College policies and procedures website.

Consistency: Policy content will be consistent with the College's governance framework.

Policies are developed through a process of consultation. This not only makes for better policy but also helps the writers to ensure that the requirements for compliance and consistency are met. A consultative process ensures that relevant stakeholders contribute to the development of a policy.

Policies related to corporate governance are approved by the Senior Management Team; academic policies are approved by the Academic Board. Procedures, Guidelines and Work Instructions are approved by the relevant manager.

Under normal circumstances:

- policies are reviewed at least once every two (2) years, although a new policy will be reviewed after its first year to ensure it is serving its designated purpose.
- procedures are reviewed at least once every two years to ensure they reflect current accepted practice and process; and

guidelines and Work Instructions are reviewed in line with the procedures to which they are attached.

Section C – Governance

Policy Title	Policy Framework	
Policy Owners	Quality Risk and Compliance Manager	
Contact Persons	Quality Risk and Compliance Manager College Director and Principal	
Key Stakeholders		
Approval Body	Quality Risk and Compliance Manager	September 2023
	Quality Risk and Compliance Manager	December 2023
Relevant Legislation	<ul style="list-style-type: none"> • TEQSA Act • Higher Education Standards Framework (Threshold Standards) 2021 • Privacy Act 1988 • Racial Discrimination Act 1975 (Cth) • ELICOS Standards • The National Code National Standards for Foundation Programs	
Related Policies	Quality and Continuous Improvement Policy Risk and Compliance Management Policy Privacy Policy Business Continuity Plan Data Breach Management Procedure (Navitas)	
Related Guidelines / Procedures	Risk and Compliance Management Policy (Navitas) LTCA Governance Charter	
File information	File number	Version number V2.0
Date Effective	December 2023	Next Review Date December 2025
Amendment History		
Revision Date	Version	Summary of changes
26 September 2023	1.0	Initial policy document created after internal review on governance
03 December 2023	2.0	Updated title and list of legislation instruments. Refined sentence structures and added additional information on policy domains.