CRICOS 00103D RTO 4909



**[TITLE] Operations Manual**

[Select Date]

[Subject]

Prepared by

[Name Surname]

[Position Title]

**Status: [Status] | Version: [X] | Date: [Select Date]**



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# Purpose

Include here a concise formal statement stating how the policy it supports will be implemented eg

This procedure will ensure that … or This procedure mandates operational activities and assigns responsibilities to support the implementation of the … Policy.

# 1. Topic 1

This addresses a topic within the context of the manual. Provide a brief overview of the subject matter

## 

## 1.1 Legislative and Regulatory Context (relevant to the topic being addressed)

eg

* Federation University Australia Act 2010
* The Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
* Higher Education Standards Framework (Threshold Standards) 2015
* The National Vocational Education and Training Regulator Act 2011
* Standards for Registered Training Organisations (RTOs) 2015

## 1.2 Subheading

## Actions

*Note: detail each of the actions necessary within this procedure to implement the intent of the overarching policy. Each Activity and Step should start with a verb eg.*

**Completing and submitting a Policy Document Approval Form – Development of new or amendment of existing policy or procedure**

**Xxx**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ACTIVITY | RESPONSIBILITY | STEPS |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Supporting Documents

* List the policy to which this procedure is linked.
* List also any other associated policies, procedures or documents eg checklists, flowcharts etc.

## Forms

* All forms associated with this procedure must be stored within PAMS – attach forms with this document when sending to Policy Systems Administrator for upload to PAMS.

## Responsibility

* [Enter the title of the person or committee] (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
* [Enter the title of the person or committee] (as the Policy Sponsor) is responsible for maintaining the content of this procedure as delegated by the (title above).

# Promulgation

This procedure will be communicated throughout the University community via *[delete or add to as appropriate]:*

1. A FedNews announcement and on the ‘Recently Approved Documents’ page on the University’s Policy Central website.
2. Distribution of e-mails to Head of School / Head of Department / University staff.
3. Documentation distribution, eg. posters, brochures.
4. Notification to Schools.

# Implementation

This procedure will be implemented throughout the University via *[delete or add to as appropriate]*:

1. A FedNews announcement and on the ‘Recently Approved Documents’ page on the University’s Policy Central website.
2. Staff induction sessions.
3. Training sessions.

# Records Management

|  |  |  |  |
| --- | --- | --- | --- |
| DOCUMENT TITLE | LOCATION | RESPONSIBLE OFFICER | MINIMUM RETENTION PERIOD |
| eg. Policy Document Approval Form | The University’s approved records management system | Policy Systems Administrator or delegate | Originals should be retained by the Policy Sponsor  Copies can be disposed of once the administrative use has concluded  Electronic record will be retained in the University’s records management system |
| eg  University Policy or Procedure | The University’s approved policy management system | Policy Systems Administrator or delegate | **Permanent** |

*Note: Continue to add as many documents as necessary*

*Central Records can be contacted for assistance – centralrecords@federation.edu.au*