## Guidelines Template

*A Guideline outlines a general principle of statement that are not procedural by nature. They must reflect the Universities commitment in the relevant areas and are mandated under the Policy Governance Framework Procedure. Policy Services team will be the authority in approving Guidelines for all departments under the University’s Policy Governance Framework Procedure.*

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## Purpose

Include here a concise formal statement stating how the guidelines supports will be implemented e.g.

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

## Scope

This guideline applies to … all staff or all students or all activities … (can include who/what it does not apply to)

## Definitions

Note: definitions throughout this guideline can be accessed via the [Policy Glossary](https://policy.federation.edu.au/glossary.php) which is currently under development

A further list of definitions specifically relevant to this procedure is included below:

|  |  |
| --- | --- |
| TERM | DEfinition |
| Example:Policy Administration Management System (PAMS) | The University-approved centrally controlled policy repository (policy library) which is the authoritative source for all University-wide policies and procedures, accessible through the FedUni website policy portal/ |
| Example:Review | A formal, comprehensive review of a governance document conducted by the Document Owner for the purposes of establishing the need for amendment (major or minor) or further development. |

## Legislative context

Example:

* Federation University Australia Act 2010
* The Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
* Higher Education Standards Framework (Threshold Standards) 2021
* The National Vocational Education and Training Regulator Act 2011
* Standards for Registered Training Organisations (RTOs) 2015

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## Guideline statement

*Note: detail each of the actions necessary within this document to implement the intent of the overarching policy, procedure or other requirement. Please use language that is suitable to the audience intended by the document.*

List out all relevant information here that is intended to ensure understanding of the reasoning for the Guidelines, as well as all relevant information to expand on the purpose of the document. This is where the bulk of the Guidelines required will be expressed

## Supporting documents

* List the over-arching policy to which this governance document is linked.
* List also any other associated governance documents.

## 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 guideline.
* [Enter the title of the person or committee] (as the Document Owner) is responsible for maintaining the content of this guideline as delegated by the (title above).

## Promulgation

If suitable, this guideline will be communicated throughout the University community via *[delete or add to as appropriate]:*

1. Distribution of e-mails to Head of Institute/School / Head of Department / University staff relevant.
2. Documentation distribution, e.g., posters, brochures.
3. Notification to Institutes/Schools/Federation TAFE.

## Implementation

This guideline 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 |
| Example:Governance Document Request Form | The University’s approved records management system | Policy Systems Administrator or delegate | Originals should be retained by the Policy SponsorCopies can be disposed of once the administrative use has concludedElectronic record will be retained in the University’s records management system |
| Example:University governance document | 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*