# Procedure Template

*A Procedure outlines a series of Actions, Activities and Steps required (and by whom) to implement a process or requirement across the University and is formally reviewed every three years. All procedures relate to a Policy Domain and are consistent with the Policy to which they refer.*

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## Purpose

Include here a concise formal statement stating how the policy it supports will be implemented e.g. This procedure will ensure that … or This procedure mandates operational activities and assigns responsibilities to support the implementation of the … Policy.

## Scope

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

## 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

## Definitions

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| --- | --- |
| Term | Definition |
| 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 Federation University website policy portal. |
| 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. |
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## 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. Example:*

**Completing and submitting a Governance Document Request Form – Development of new or amendment of existing governance document.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Activity | Responsibility | Steps |
| A | Checking for suitable existing governance document | Document Owner | 1. Check the Policy Library for a suitable procedure that could be enhanced to include identified need, seeking consultation from Policy Office and other stakeholders if required. 2. Benchmark against other universities and external organisations as required. |
| B | Completing the Governance Document Request Form | Document Owner | 1. Complete all sections of the form and provide enough context with supporting documentation to allow the Approval Authority to support the proposal. |
| C | Signing and submitting the Governance Document Request Form | Document Owner | 1. Sign the form as Document Owner. 2. Obtain the signature of the Approval Authority. 3. Submit the completed form to Policy for approval actioning. |

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|  | Activity | Responsibility | Steps |
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## 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 procedure.
* [Enter the title of the person or committee] (as the Document Owner) 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 Institute/School / Head of Department / University staff.
3. Documentation distribution, eg. posters, brochures.
4. Notification to Institutes/Schools/Federation TAFE.

## 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. T

raining sessions.

## Records management

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| --- | --- | --- | --- |
| 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 Sponsor  Copies can be disposed of once the administrative use has concluded  Electronic 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*