

Policy and Procedures to Ensure Staff Capability, Educational Resources and Premises

Version number	1
Approved by	Academic Board and Corporate Governance Board
Date of approval	06/02/2020

Purpose

The purpose of the *Policy and Procedures to Ensure Staff Capability, Educational Resources and Premises* is to provide evidence related to the National Code standards for Sydney Institute of Higher Education (SI).

Principles

SI has suitable staff, educational resources and premises for providing educational services to all students in respect of each of its programs

SI's higher education programs are subject to the Australian Qualifications Framework (AQF) the quality assurance framework applying to each program.

Staff, facilities, equipment and training and assessment materials used by SI are sufficient to support students to achieve their program outcomes.

Policies and procedures to ensure the quality of higher education programs are adequate

SI has developed a range of policies and procedures to ensure that the quality of its higher education programs are adequate which includes, among others:

- *Research and Scholarship Plan* to foster a culture of scholarship and research that informs the content and teaching methods of SI's programs.
- *Community and Industry Engagement Policy* to establish mechanisms and procedures by which to develop community and industry engagement especially learning and teaching and staff professional and personal development.
- *Academic Support Plan* to provide students with every opportunity to fully participate in their education with additional English language and academic skills support resources outside regular teaching hours.
- *Learning and Teaching Policy* that establishes foundational principles and sets out a framework

for learning and teaching activities at SI that draws together the approaches to quality assurance, governance, and maintaining a supportive learning and teaching environment.

- *Learning and Teaching Plan* sets the framework and the academic priorities for higher education at SI and allows SI to set benchmarks of academic quality.
- *Unit and Teaching Evaluation Methodology* to monitor the overall quality of teaching and learning.

Policies and procedures to ensure staffing resources are adequate

SI has developed a range of policies and procedures to ensure that its staffing resources are adequate which includes, among others:

- *Academic Workload Plan* to ensure sufficient and sustainable support and development for its academic staff.
- *Academic and Professional Integrity Policy* to ensure an institutional culture of respect for academic integrity is maintained and protected.
- *Academic Standards Policy* that establishes the principles and procedures that govern the maintenance, integrity and quality assurance of academic standards at SI.
- *Staff Performance Development Framework* that outlines the type of professional activities that support professional development, recurring activities sponsored by SI that support professional development, and the funding available to support formal professional development.
- *Workforce Policy* that identifies the guiding principles for developing the workforce at SI and the planning process for recruiting and retaining staff, the requirements for the higher education staffing complement, and the strategies SI has in place to enable exceptional staff performance in their roles.
- *Professional Development Policy* which outlines the principles underlying its approach to professional development and sets out the framework of planning and support staff members in undertaking professional development.
- *Staff Wellbeing Policy* which outlines the measures in place at SI that promote and protect the emotional and psychological health and wellbeing of staff members.
- *Disability Support Policy* which establishes the measures in place at SI to ensure the accessibility of SI's programs and facilitate the academic success of students and staff with disabilities who are studying or working at SI.
- In addition to the above policies, the SI undertakes ongoing reviews of its staff, including academic and professional staff, through student feedback forms (see *Unit and Teaching Evaluation Methodology*), staff performance reviews and professional development programs.

Policies and procedures to ensure education resources and premises are adequate

SI maintains such educational resources, including facilities, equipment and learning and library resources, as are needed to deliver its programs such that students achieve a satisfactory outcome in the

program in which he or she is enrolled.

SI has developed a range of policies and procedures to ensure that its facilities and resources are adequate which includes, among others:

- *Capital Management Plan* that ensures that financial resources are applied to activities that maintain quality program delivery, sufficient student support, and the creation of a constructive study environment.
- *Library Acquisitions Plan* sets out the expectations for the acquisition of physical library resources to be maintained on campus and the electronic library licensing arrangements which will provide open access free of charge to enrolled students to academic journal literature.
- *IT Resources and Online Conduct Policy* which outlines the IT services and facilities made available by SI for the purposes of education and research.
- *Orientation Program Policy* to ensure that students are adequately prepared in all aspects for their education at SI and familiar with the education resources available.

With regard to the premises, SI leases the premises for a minimum period of 5 years commencing 1 September 2019 with two further five-year options.

The premises have all required consents, including from the landlord.

The premises, at Level 7, 75 King Street Sydney NSW 2000, is fully operational and have the relevant approvals.

Responsibilities

The *Corporate Governance Board* is ultimately responsible for higher education at SI including the ensuring staff capability, educational resources and premises.

The *Academic Board* is responsible for overseeing academic integrity and academic quality.

Review Schedule

This policy will be reviewed by the *Corporate Governance Board* and *Academic Board* every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Corporate Governance Board and the Academic Board	06/02/2020	Adopted	06/02/2023

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Linked Documents

		Academic and Professional Integrity Policy
		Academic Standards Policy
		Community and Industry Engagement Policy
		Disability Support Policy
		IT Resources and Online Conduct Policy
		Learning and Teaching Policy
		Orientation Program Policy
		Professional Development Policy
		Staff Wellbeing Policy
		Workforce Policy
		Academic Workload Plan
		Capital Management Plan
		Academic Support Plan
		Learning and Teaching Plan
		Research and Scholarship Plan
		Staff Performance Development Framework
		Unit and Teaching Evaluation Methodology