



Unitec Policy Framework



Purpose

The Unitec Policy Framework (Framework) ensures policies and procedures guide and support all members of the Unitec community in their roles and responsibilities

Scope

The Unitec Policy Framework applies to all Unitec Policies and Procedures, where relevant to local documents, and to all members of the Unitec community

Policy Statements

The guiding principles for policies and procedures support and reflect the Unitec Kaupapa:

Te Noho Kotahitanga:	Policies and procedures are developed incorporating, in full or in part, the five principles of Te Noho Kotahitanga
Enterprising:	Policies provide a sustainable platform for creativity and entrepreneurship
Generosity of Spirit:	Policies and procedures underpin a high-trust environment based on respect, transparency and consultative processes
Student and Customer Focus:	Policies are designed to ensure students can achieve successful learning and personal wellbeing outcomes as both customers and developing professionals who are highly employable and enterprising life-long learners
Accountability:	Policies are governed and managed through appropriate delegation of authority providing clarity of understanding of roles and responsibilities and support financial accountability and sustainability

What do they do

Unitec policies:

- Support the achievement of critical success factors as outlined in the Strategic Plan
- Provide a basis for consistent decision making
- Enable quality assurance and improvement
- Are clear, focussed and readily accessible
- Ensure compliance with legal and legislative requirements

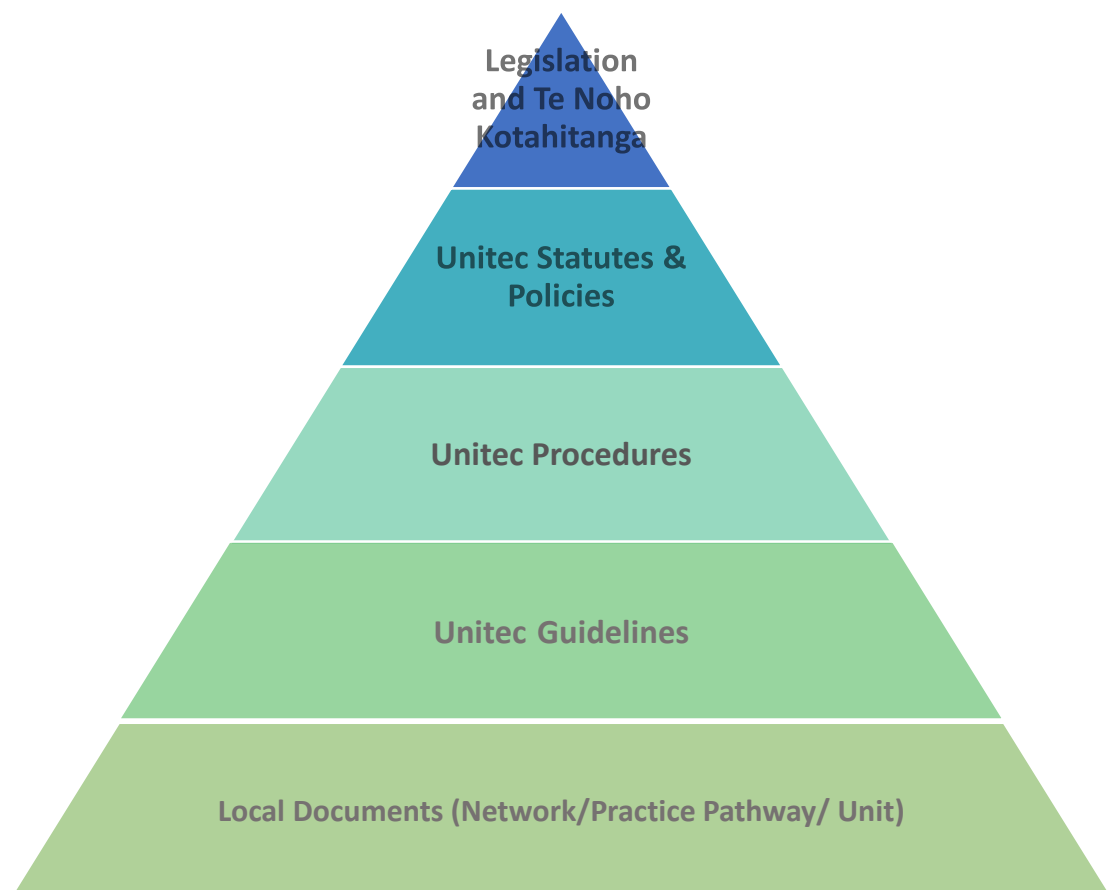
Policies are formally reviewed at least every three years or when required to ensure currency and relevance.

All policies and procedures are approved by the appropriate Approval Authority. In the interests of efficiency, minor amendments, i.e. those that would in no way affect the overall meaning or implementation of any part of the document, may be approved by the Policy Sponsor.

All Unitec members must ensure that their decisions and actions comply with New Zealand Legislation and with the Unitec Policies and Procedures. In the event of non-compliance disciplinary action may be taken.

The Policy Database (found on Unitec's intranet – the Nest) is the official repository of approved Unitec Policies, Procedures and Guidelines.

Framework



Policy Framework Descriptors

The Policy Framework is outlined below – each level is under the authority of the one above.

Document	Description	Characteristics	Approval and Authority	Application
Statutes	Formal and binding Unitec laws which apply to staff and/or students	Written in response to Unitec's legal obligations as prescribed under the Education Act 1989 and the State Sector Act 1988	By Council under the provisions of s194 of the Education Act 1989. Where the statute has academic implications Council must take advice from the Academic Board	Statutes are permanent in nature though subject to periodic review. Compliance is mandatory and non-compliance is actionable through appropriate disciplinary procedures
Policies	Prescribes mandatory outcome/s to be achieved and the actions that must be taken to enable this.	A "what" document rather than "how". They set out Unitec's position on a specific matter but generally do not prescribe in detail how to perform related functions	Formally documented and approved by either Unitec Council or the Executive Leadership Team. Academic Policies are recommended and approved through the Academic Board.	Intended to be long term, updated on a regular basis. Compliance is mandatory and non-compliance is actionable through appropriate disciplinary procedures
Procedures	Sets out operational rules to achieve Policy principles or specific institutional processes in the right way	The "how" rather than the "what", action oriented, outlines Unitec's requirements for or prescription of best practice in the steps and sequence needed, and if applicable their timing.	Has a specific approval pathway usually through the Unitec Executive Leadership Team but may be through a designated committee	Updated more often than policies to reflect changes in Unitec's operational systems and processes. Compliance is mandatory and non-compliance is actionable through appropriate disciplinary procedures
Guidelines	Embody Unitec's current idea of best practice	Helpful advice on a matter and may give effect to a statute, policy or procedure	Approval is usually through a senior manager (GM, Director or HoPP) or a designated committee.	Updated regularly to reflect changes in Unitec's operational requirements. Compliance is recommended but not mandatory.
Local Documents	Texts/documents belonging to specific units within Unitec which regulate the activities of the unit e.g. department policies, procedures or guidelines	Helpful advice on matters to support the activities of a specific area	Approval is usually through the relevant HoPP or Dean	Updated regularly to reflect changes in operational requirements.

Responsibilities

Sponsor	<p>The Executive Leadership Team member who initiates and advocates the development of the document, and who may approve minor amendments to an approved Policy or Procedure. The policy sponsor is responsible for:</p> <ul style="list-style-type: none"> o Guiding the document development process o Ensuring the document is compatible with NZ legislation and Unitec's governing body o Ensuring the document is set at the appropriate level for compliance o Ensuring that the document goes through the appropriate consultation process and is presented to the appropriate authority for approval
Owner	<p>The person who will ensure the document is developed and implemented, and that it is reviewed and remains relevant. The policy owner is responsible for:</p> <p>Undertaking tasks delegated by the policy sponsor to support development, review, communication and implementation of policy</p> <p>Managing policy documents so that they are consistent, current and supported by relevant additional materials such as guidelines/forms</p> <p>Liaison with other policy owners as appropriate</p> <p>Liaison with the office of the Chief Operating Officer to ensure the approved policy document is quality checked, entered into the document repository and posted on the policy website</p> <p>Dealing with queries about the content, application and compliance with the policies</p>
Approval Authority	<p>The body with the authority to approve the policy and make major changes after it has been approved. These include the Unitec Council or the Executive Leadership Team, and for some Academic policies, the Academic Board.</p>

Unitec Policy Groupings

GOVERNANCE and ORGANISATION



Policies that provide strategic oversight and management of all decisions for all our activities and aligned to legislation.

Policies in respect of Governance, Risk Management and Health and Safety are approved by Unitec Council.

LEARNING, TEACHING, and RESEARCH



Academic policies that ensure our students are engaged as highly employable and enterprising life-long learners, contributing to a more highly skilled, innovative and enterprising New Zealand workforce.

Our Living Curriculum is framed and supported by academic policies. The Academic Statute is approved by the Unitec Council. All other academic policies are approved by the Academic Board.

OUR STUDENTS - SERVICES and ENGAGEMENT



Policies ensuring students can access and engage with services for successful learning and personal wellbeing as both customers and developing professionals who are highly employable and enterprising life-long learners.

These policies also enable us to listen and respond to feedback so we know when things go well and what we need to improve upon. They are approved by the Executive Leadership Team or Academic Board.

OUR STAFF - WORK and WELLBEING



Policies which are designed to ensure we have engaged and inspired staff equipped with capabilities for our future, with health and wellbeing a priority for all. The Staff Code of Conduct is approved by Council, the remaining policies within this area are all approved by the Executive Leadership Team.

FINANCE and PROCUREMENT



Policies that support Unitec's financial accountability and sustainability. We are accountable to Government, our communities and students. There are rules and processes about what we spend and how we purchase goods and services from providers that have to be followed by all staff members, and are designed to ensure a financially sustainable Unitec. These policies have a range of approval mechanisms from CFO through to Council where appropriate.

OUR PLACE and ENVIRONMENT



These policies focus on making our campus and learning environments accessible, sustainable and safe. These policies are approved by the Executive Leadership Team with the exception of the Health and Safety policy which is approved by Council.

INFORMATION TECHNOLOGY and RECORDS MANAGEMENT



To make sure we are all “in sync” we have policies that guide the use of IT systems, software and hardware, as well as policies that enable us to reach and access the most up to date information and connect our students, staff, and communities. They also guide the management and storage of information. These policies are approved by the Executive Leadership Team.

Definitions

The definitions in the Policy Framework Glossary (*to be further populated*) apply.

Term	Means
Statute	A governing text/document titled “statute” which has a specific approval pathway through Unitec Council or Academic Board
Policy	A governing text/document titled “policy” which has a specific approval pathway through Unitec Council or Executive Leadership Team
Procedure	A governing text/document titled “procedure” which has a specific approval pathway through the Executive Leadership Team, setting out operational rules to achieve Policy principles or specific institutional processes
Guidelines	Texts/Documents which provide guidance and instruction to give effect to Policy or Procedure or specific institutional processes
Member of the Unitec Community	All Staff Members, Students, and members of Unitec Council, Rūnanga, Fono and Advisory Bodies
Local Documents	Texts/documents belonging to specific units within Unitec which regulate the activities of the unit e.g. department policies, procedures or guidelines