Academic Policy Framework Policy

Scope

This policy applies to Kaplan Business School, and Kaplan Higher Education Pty Ltd (trading as Kaplan Professional (including vocational education), Murdoch College, and Kaplan International College Adelaide). It applies to all staff and Kaplan academic governance bodies involved in the development, review, management and implementation of higher education academic policies and academic policy-related documents.

Purpose

This Academic Policy Framework:

- sets the standards for the development and review of academic policy and academic policy-related documents at Kaplan, and
- outlines the principles for consistency transparency, independence and accountability in the development, review and management of Kaplan academic policy and academic policy related documents, consistent with the governance requirements of the *Higher Education Standards Framework (Threshold Standards)* RTO Standards 2025.
- requires that delegations of academic authority under this Framework are clearly documented, understood, exercised appropriately and reviewed periodically, and that advice provided to Kaplan's governing and academic governance bodies is competent, transparent, timely and evidence based.
- requires the establishment of structured, ongoing consultation and engagement mechanisms so that students and staff have meaningful, supported and appropriate opportunities to participate in the development and review of academic policy; and
- supports a consistent, secure, and auditable review process for academic policies, in accordance with the Academic Policy Framework Procedures.

Definitions

The terms and definitions identified below are specific to this policy and are critical to its effectiveness.

Term	Definition
Academic policy	High-level statements that establish the principles and minimum set of academic standards that Kaplan Australia's Higher Education Providers apply in the provision of education to students. Academic policy includes, but is not limited to, admissions; assessment; subject/unit and course/program design, approval, delivery, revision and discontinuation; and student academic misconduct.
Academic procedures and guidelines	Statements that outline the process to be followed within a Kaplan Higher Education Provider business unit. Procedures and guidelines are more detailed and technical in nature and typically assist officers and decision-makers to understand how to do something, including factors relevant to making particular decisions.
Administrative/minor amendment	An amendment that is editorial in nature and does not change the substance of an academic policy.

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Kaplan Education Pty Ltd. ABN 54 089 002 371 (RTO No. 90116)
KA120 - Kaplan Academic Policy Framework Policy

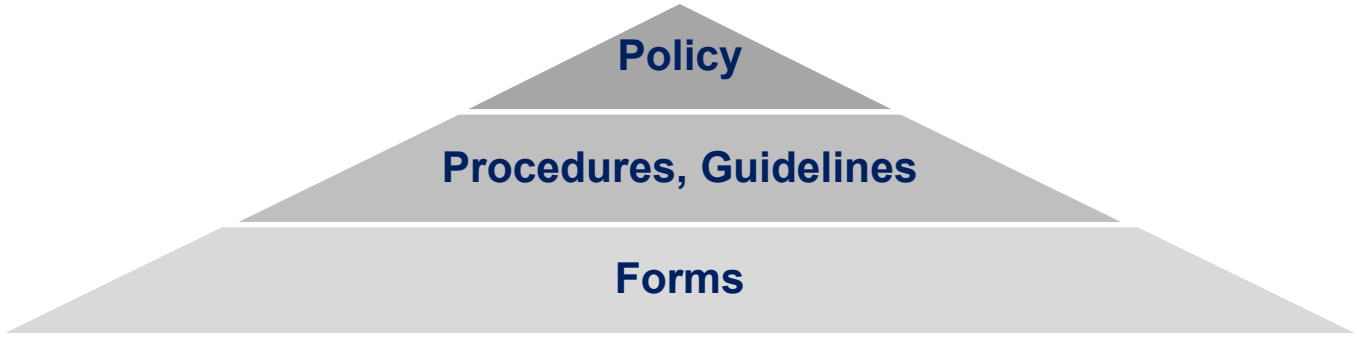
Term	Definition
Approval authority	The committee or position with authority, including delegated authority, to approve an academic policy or academic policy-related document within this Academic Policy Framework. Approval authorities: • operate within a clear and discernible separation of accountabilities between corporate governance (Corporate Board), academic governance (Academic Board and its committees), and senior management (Executive Team); • manage conflicts of interest among their members; • are supported by delegations of academic authority—that is, authorisations permitting another position or committee to exercise decision-making power under this Framework—which must be clearly documented, understood, appropriately exercised, and reviewed periodically; and • base decisions on advice that is competent, transparent, timely, and evidence-based. This means advice is supported by relevant data, stakeholder consultation outcomes, and legislative or regulatory analysis, with a clear statement of timeliness relative to any external deadline.
Conflict of interest	A situation in which a person has a personal, financial, or professional interest that could improperly influence, or be perceived to improperly influence, that person's judgement or actions in that role.
Form	An administrative template used to seek information from relevant stakeholders to enable a decision on a specific matter.
Implementation Officer	The designated staff member responsible for operationalising an academic policy and/or academic policy-related documents. The Implementation Officer acts as the primary contact for an academic policy or academic policy-related document; communicates the policy to stakeholders; ensures business-level compliance; and is responsible for the ongoing, proactive review of the currency of an academic policy. Specific responsibilities are listed in the Academic Policy Framework Procedures.
Initial Reviewer (IR)	The staff member assigned to undertake the initial review of a specific academic policy or policy-related document during a review cycle, maintaining a visible, auditable record of proposed changes and recommendations in accordance with the Academic Policy Framework Procedures.
Policy-related documents	Procedures, guidelines and/or forms used to support the implementation of a policy.
Policy Working Group (PWG)	The group convened under the Academic Policy Framework Procedures to oversee academic policy planning and review across Kaplan's Higher Education Providers. The PWG agrees the list of academic policies to be reviewed in each quarterly cycle, assigns Initial Reviewers, and confirms whether policies are ready to progress to the Policy Committee or require deferral.
Responsible Officer	The most senior officer with whom the policy matter most clearly resides. The Responsible Officer has overarching responsibility for the policy and policy-related documents and is accountable, together with the Implementation Officer, for ensuring compliance.

Term	Definition
Substantive amendment	A change that affects the substance of an academic policy and ordinarily requires approval or re-approval by the initial approving body, unless a delegation of authority permits a lower body to approve the matter.

The Academic Policy Framework

Academic Policies and related Documents Hierarchy

The Academic Policy Framework establishes a hierarchy of academic policies and policy related documents as follows:



Where two documents in the hierarchy are in conflict, the document higher in the hierarchy takes precedence.

Where a policy is not entirely an academic policy, its category and the relevant approval authority will be determined through consultation amongst the relevant members of Kaplan's Executive Team (that is, members of staff that comprise the team that reports to the Chief Executive Officer of Kaplan Australia).

Where a form is attached to and therefore forms part of policy, procedure or guidelines, it is subject to the same level of approval and review processes as the higher-level document.

Governance Principles

- A policy is a statement of principles or position that is intended to direct decision-making and operations that support the achievement of Kaplan registered Higher Education Providers (HEPs) vision and objectives.
- Policies have a long-term focus and are applied across Kaplan HEPs as a whole.
- Policies form the foundation of the Kaplan HEPs governance processes and the basis of the quality system.
- Policies support the achievement of quality outcomes and reduce institutional risks by establishing standards and internal controls, informed by Kaplan's Risk Management Plan. The principles outlined in the policy are shaped by:
    - The legislation and regulations that govern Kaplan registered HEPs
    - National standards and community expectations
    - The values and vision Kaplan articulates in its strategic plans
- Every policy must be relevant, transparent in its intent and meaning and developed in consultation with Kaplan's community and key stakeholders.
- Policies are to comply with the requirements set out in the policy framework.

- Kaplan's processes for drafting, approval, implementation and review of policies and procedures are outlined in the *Kaplan Policy Framework Procedures.*
- The Academic Boards have delegated responsibility for academic matters such as the development, review and approval of academic policy.
- Delegations of academic authority under this Framework should be clearly documented, understood, exercised appropriately, and reviewed periodically by Kaplan's Policy Manager
- Approval authorities and Policy Working Group members are responsible to declare and manage any actual, perceived or potential conflict of interest arising in relation to a policy under review or approval.

Transparency, independence and accountability

- Policy development, review and approval processes should be transparent to affected stakeholders and independent of undue influence from staff directly responsible for operationalising the policy under review.
- Policy and governance processes must be lawful, ethical, transparent and accountable, with required information kept accurate, current and made available in accordance with applicable requirements.

Racism, equity and inclusion

- Academic policies must promote a safe, inclusive and equitable environment.
- Policy development and review consider and address potential racial discrimination, consult affected groups where relevant, and align with Kaplan's equity and complaints policies.

Consultation and engagement

- Stakeholder consultation outcomes required to be documented and retained as part of the policy review record maintained in the Kaplan Policy Register.

Information management and disclosures

- Kaplan will maintain accurate, secure and accessible information to support governance, compliance and reporting.

Document governance and version control

- The authoritative version of an academic policy or policy-related document is the version formally recorded in the Policy Register.
- Access to the authoritative version is controlled and time-limited to preserve document integrity and security.
- Version control and archiving of academic policies and policy-related documents are managed in accordance with the Academic Policy Framework Procedures.
- The Academic Policy Framework Procedures set out the detailed processes for developing, reviewing, approving, implementing and rescinding academic policies and policy-related documents.

Relationship to the Academic Policy Framework Procedures set out the processes for developing, reviewing, approving, implementing and rescinding academic policies and policy-related documents.

Policy Standards

Academic policies and policy-related documents should:

- be drafted, approved, implemented and reviewed as outlined in the Academic Policy Framework Procedures.
- identify the approval authority and Implementation Officer.
- be clear and able to be implemented.
- appropriately communicated to stakeholders and complied with.
- be reviewed **every three years**

Early review may be initiated by any staff member (supported by the Implementation Officer and Policy Manager) before this time expires and will occur where there is a need to align policy with:

- legislative or regulatory requirement or
- changes in business processes and/ or operational needs.

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Approval-Authorities and Accountabilities

Approval authorities and accountabilities under this policy are as follows:

- **Academic Board –** approval of new academic policy; substantive amendments to academic policies and rescission of academic policies and any academic policy related documents appended to a policy.
- **Corporate Board** - approves corporate policies and oversees the governance arrangements supporting academic policy. Academic decision-making remains with Academic Boards unless reserved to the Corporate Board.
- **Business Unit Heads –** approval of academic procedures, guidelines and forms consistent with academic policy and its principles.
- **Vice President, Academic** – approval of administrative amendments to academic policies.
- **Policy Manager, Governance and Policy** – centrally manages the academic policies and supports with academic policies related documentation review, development and management processes in consultation with the Implementation Officers and the Quality, Regulations and Standards Team.

Relevant Legislation and Policies

- Education Services for Overseas Students (ESOS) Act 2000
- Grievances, Complaints and Appeals Policy
- Higher Education Standards Framework (Threshold Standards) 2021, as amended in 2026
- Kaplan Equity and Inclusion Policy
- National Code 2018
- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Policy Category	Corporate			
Responsible Officer	Vice-President, Academic			
Implementation Officer	Director, Quality Assurance and Governance			
Next Review Date	June 2029			
Approved by				
Corporate Board				
Version	**Authored by**	**Brief Description of the changes**	**Date Approved**	**Effective Date**
1.0	Quality, Regulations and Standards Team	- New policy - Full review with new Policy Review Procedure. - Merged policy no. KHE099, KBS098 and KHE097 to make it universal across Kaplan. - Incorporated HESF 2026.	17.09.2026	16.10.2026