…Policy Title#

GENERAL NOTES ON USING THIS TEMPLATE

The following notes are provided as a guide only. Please refer to [Policy Instrument Procedure](#) and for detailed instructions.

Title
The title of the policy must not start with the words 'The', 'USQ', 'University' or 'Policy', or contain an abbreviation. 'Policy' must be the last word of the title (e.g. *Special Consideration Policy*).

* Policy Information
All sections must be completed except those marked with an asterisk.

Styles
Please use the styles available in this template only. This will ensure consistency across and correct publication to the Policy and Procedure Library website. Styles should be selected from the 'Quick Styles Gallery'.

Care should be taken when cutting and pasting text from another source into this template. Use 'Paste Special' (Ctrl+Alt+V) and paste as 'Unformatted Text', then apply formatting using the pre-defined styles.

Images/graphics
Images or graphics must be inserted as pictures only; i.e. jpeg, png, bmp ('SmartArt' will not display on the web). Alternative text must be added to assist readers with a disability. Right click over the image, select 'format picture', 'alt text' and insert a short title and description of the image.

Tables and figures
Please number and label tables and figures and refer to them by number. Insert a table title before the table and figure title after the figure, using the following convention:

> **Table 1: <insert title>** (bold text, before table)

> **Figure 1: <insert title>** (bold text, after figure)

Lists/bullets
When the items in a bullet list are a full sentence, use an initial capital for each item and a full stop at the end. When the items in a bullet list are not a full sentence, start each item with a lower-case letter and do not use any punctuation at the end of each item unless qualifiers are required. Use a full stop at the end of the last item. Refer to the Style Guide for further details and examples.

For ease of reading, lists and bullet levels are limited to two levels. Only two levels of lists **or** bullets can be used at any time; i.e. combining bullet and numbered lists will not replicate in the Policy and Procedure Library. Sub-paragraphs in lists will also not replicate.

Tables and figures will not publish if inserted in the middle of a list. Include these at the end of a list and refer to them by number, using the labelling convention outlined above.

Hyperlinks
To increase usability and enable ease of update, minimise the use of hyperlinks in the body of the policy and insert these in the metadata table at the end of the document.

Related Policies/Procedures
If you are unsure which other Policies/Procedures may be related, you can request a report that will identify this information. Email Policy Services to obtain a report.

Fractions/decimal points
All fractions are to be represented in decimal points, as fractions do not replicate to the Policy and Procedure website.

Underscore
Do not underscore text. This will replicate as superscript.

For assistance with using this template, contact Policy Services.

1 Purpose

Briefly describe why this policy is needed. **Start the sentence with 'To', followed by a verb.**

Insert Text

2 Scope

Identify who the policy applies to by describing groups named in the Definitions Dictionary and identify any exclusions. If there are none, the scope may be described as: 'This policy applies across the University. **'Start the sentence with 'This policy applies to'.**

Insert Text

3 Policy Statement

This must be a concise statement of the objectives of the policy, consisting of no more than a paragraph or two. **Start the sentence with 'The University', followed by a verb.**

Insert Text

4 Principles

This section should focus on high level principles that align with the policy's purpose, and address the objectives in the Policy Statement. Any procedures or other supporting documents that follow from this policy should align with these principles.

It is important not to get into a level of operational detail that belongs in the associated procedures.

Apply caution when using terms such as 'must/will/normally' as these terms can create compliance obligations. If used casually/inappropriately, the University could

find itself in a situation where there is audit risk due to a compliance breach of a self-imposed obligation.

Headings (and heading styles) help to structure the policy, increase readability and generate a linked contents list when published to the website. For help with formatting, refer to the Policy Style Guide, the 'Quick Styles Gallery' or the examples below.

4.1 Heading 2

4.1.1 Heading 3

4.1.1.1 Heading 4

Body text

- List Bullet 1
  - List Bullet 2

1. List Number 1
   a. List Number 2

Table Heading	Table Heading
Table body	Table body

5 References

Use the APA referencing style to insert any references used in the development of the policy. If specific sections of legislation are referred to in the content of the policy, also add that piece of legislation as a reference.

Insert Text

6 Schedule

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7 Policy Information

Subordinate Schedules	If a subordinate schedule exists, list it here and it will be automatically linked during the publication process. Insert Text
Accountable Officer	The Accountable Officer will be a member of the senior executive and must be referred to by position title only. Use the Policy and Procedure Framework to identify the appropriate Accountable Officer

	based on the policy type. Insert Text
Policy Type	With reference to the Policy and Procedure Framework and relevant Policy Development Proposal insert the relevant policy type. Insert Text
Approved Date	* Do not update this field. This information will be inserted during the publication process.
Effective Date	* Do not update this field. This information will be inserted during the publication process.
Review Date	* Do not update this field. This information will be inserted during the publication process.
Relevant Legislation	List Regulatory Compliance Instruments here (titles only) and hyperlink to the relevant legislation using links provided in the University's Compliance Register. Note: Act, Statute and Regulation titles should be italicised. Insert Text
Related Policies	List directly related policies here. Do not list indirectly related policies. Use exact policy titles, as approved and recorded in the Policy and Procedure Library. Note: do not include active links as these are automatically generated by the system. Insert Text
Related Procedures	List directly related procedures here. Do not list indirectly related procedures. Use the exact title of the procedures, as approved and recorded in the Policy and Procedure Library. It is normal and recommended practice to prepare the procedures associated with a policy simultaneously. Note: do not include active links as these are automatically generated during the publication process. Insert Text
Related forms, publications and websites	Alphabetically list and hyperlink related documents, other than legislation, policies or procedures. Any documents referred to in the body of the policy must be listed and may include forms, websites etc. Where access to a document is restricted, indicate '(restricted access)'. Insert Text
Definitions	**Terms defined in the Definitions Dictionary**
	Wherever possible, use approved definitions as provided in the Definitions Dictionary and include as below. List definitions

	alphabetically.
	Term (approved)
	Definition of the term approved and published in the Definitions Dictionary.
	The Definitions Dictionary is not a repository for acronyms. These should be provided in the body of the document, with the first use cited in full, followed by the acronym in brackets.
	Note: Do not include active links to the relevant definition in the Definitions Dictionary, as these are automatically generated during the publication process.
	Term (for approval)
	Definition of the term developed in conjunction with the policy content and requiring approval by the policy Approval Authority.
	If additional definitions need to be developed for approval and publication in the Definitions Dictionary, refer to the Instructions for Writing a Definition, develop these in conjunction with the policy content and undertake appropriate consultation.
	Definitions that relate to this policy only
	Definitions that relate to specific policies only are not appropriate for inclusion in the Definitions Dictionary. Draft according to the Instructions for Writing a Definition and provide as below.
	Term
	The definition of the term that is specific to the policy only.
Keywords	Users can search for policies and procedures in the Policy and Procedure Library by keyword. Any word in the title or body of a policy or procedure as a keyword is automatically included in keyword searches and should not be listed here. Instead, list any other words that users may enter to search for this document. Provide in a single line, in lower case, with each entry separated by a comma.
	key word, key word, key word
Record No	* Inserted when template created.

Drafting version control
(to be removed prior to provision to final Approval Authority and publication to Policy and Procedure Library)

Version	Date	Author	Change Description