I. Purpose

Purpose and Responsibilities

<INSERT a concise statement (one or two sentences) on why the policy/procedure exists and what it is designed to ensure. This statement should not contain background information or detailed explanations, and should be suitable to act as a summary for viewing on the web before the user views the whole document.>

II. Terms

Definitions

<OPTIONAL – include an explanation of terms and abbreviations used within the policy and procedure. Some words are already defined within the University – check the Glossary of Terms for Policies and Procedures – those definitions should be used here.>

III. Policy

POLICY

<INSERT the policy statement(s) themselves – rules that establish what will or will not be done.

Refer to Sample Guidelines for Policy & Procedure Writing

Use plain English; short sentences.

- Main headings and paragraphs numbered sequentially as this will assist with cross-referencing.
- Use MS Word, Arial 10 with headings in bold and paragraphs separated by one line space.

IV. Procedures

PROCEDURES

Procedures can take many forms. The form used will depend on the audience and users.

<INSERT a high level description of all essential steps and explanations on how work is organised in order to achieve the stated objective, and who (position, not name) is responsible for each step. Avoid using detailed descriptions and providing background information.>

Refer to Sample Guidelines for Policy & Procedure Writing