

Procedure 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 procedure must not start with the words 'The', 'USQ', 'University' or 'Procedure', or contain an abbreviation. 'Procedure' must be the last word of the title (e.g. *Enrolment Procedure*).

* Procedure 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 procedure 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 request 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. It is not recommended practice and will replicate as superscript.

For assistance with using this template, contact [Policy Services](#).

1 Purpose

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

Insert Text

2 Scope

Identify who the procedure applies to by identifying groups named in the [Definitions Dictionary](#) and identify any exclusions. If there are none, the scope may be described as follows: 'This procedure applies across the University.' **Start the sentence with 'This procedure applies to'.**

Insert Text

3 Procedure Overview

This must be a concise summary (no more than a paragraph or two) to explain the content that will be covered in Section 4. **Start the sentence with 'This procedure', followed by a verb.**

Insert Text

4 Procedures

This section is intended to capture the mandatory process or steps to be followed in order to deal with a particular situation consistent with the policy. There may be one procedure or several, each of which may be broken into a series of distinct actions or steps that need to be completed. Number each separate step or action sequentially.

The steps in a procedure should be set out in the order that they should be completed. Try to keep the paragraphs short and the explanations simple.

Do not include information such as calendar due dates or processes that may vary from year to year. Do (if needed) include generic dates, for example, 'on the first Monday after the release of final results'.

If there are consequences related to not following a procedure, these should be included.

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 procedure, 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 to publications used in the development of the procedure. If specific sections of legislation are referred to in the content of the procedure, also add that piece of legislation as a reference.

Insert Text

6 Schedule

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

7 Procedure Information

Subordinate Schedules	<p>If a subordinate schedule exists, list it here and it will be automatically linked during the publication process.</p> <p>Insert Text</p>
Accountable Officer	<p>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.</p> <p>Insert Text</p>
Policy Type	<p>University Procedure</p>
Approved Date	<p>* Do not update this field. This information will be inserted during the publication process.</p>
Effective Date	<p>* Do not update this field. This information will be inserted during the publication process.</p>
Review Date	<p>* Do not update this field. This information will be inserted during the publication process.</p>
Relevant Legislation	<p>List Regulatory Compliance Instruments here (titles only) and hyperlink to the relevant legislation using links provided in the University's Compliance</p> <p>Note: Act, Statute and Regulation titles should be italicised.</p> <p>Insert Text</p>
Related Policies	<p>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.</p> <p>Note: Do not include active links as these are automatically generated by the system.</p> <p>Insert Text</p>
Related Procedures	<p>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.</p> <p>Note: Do not include active links, as these are automatically generated during the publication process.</p> <p>Insert Text</p>
Related forms, publications and websites	<p>Alphabetically list and hyperlink related documents, other than legislation, policies or procedures. Any documents referred to in the body of the procedure must be listed and may include forms, websites etc. Where access to a document is restricted, indicate '(restricted</p>

	<p>access)'. Insert Text</p>
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Wherever possible, use approved definitions as provided in the Definitions Dictionary and include as below. List definitions alphabetically.</p> <p>Term (approved)</p> <p>Definition of the term approved and published in the Definitions Dictionary.</p> <p>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.</p> <p>Note: Do not include active links to the relevant definition in the Definitions Dictionary as these are automatically generated during the publication process.</p> <p>Term (for approval)</p> <p>Definition of the term developed in conjunction with the procedure content and requiring approval by the procedure Approval Authority.</p> <p>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 procedure content and undertake appropriate consultation.</p>
	<p>Definitions that relate to this procedure only</p>
	<p>Definitions that relate to specific procedures only are not appropriate for inclusion in the Definitions Dictionary. Draft according to the Instructions for Writing a Definition and provide as below.</p> <p>Term</p> <p>The definition of the term that is specific to the procedure only.</p>
Keywords	<p>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.</p> <p>key word, key word, key word</p>
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