

**Title of Document**

# Section 1 - Background and Purpose

The information in this section answers the question as to why the policy exists. Key areas that may be addressed include:

• legal or regulatory reasons

• description of conflict or problem the policy will resolve

• overall benefits

Aim to provide a concise statement (one to two sentences) of the rationale and need for the policy, including if appropriate, references to any external legislation, regulations or standards.

**Section 2 - Scope**

List

* Who is the primary audience? Who needs to follow the policy?
	+ The campuses on which this policy applies
	+ The types of programs or courses to which this policy applies
	+ The members of the university community to which this policy applies
* In what situation(s) does this policy not apply? Are there exclusions or special situations?

**Section 3 - Policy Statement**

The Policy Statement is the governing principle, plan or understanding that guides the action. It states what we do, but not how we do it. The policy statement (s) should be a brief, formal and mandatory statement of principle. Try to keep this section to one to two sentences or paragraphs.

Users should be able to use this statement to guide decision-making in the absence of procedures. Operational procedures should not be included in this section.

If you are creating a standalone procedure that sits under a Parent Policy, you should reference the Parent Policy as per the example below:

Refer to the [Travel Management Policy](https://policies.latrobe.edu.au/document/view.php?id=263) (creating a link to the Parent Policy within the system)

# Section 4 – Procedures

The procedures communicate the “how to”, the mandatory actions that need to be followed to establish compliance with the intent of the policy. Procedures should be listed in the order that they would reasonably occur and should be written simplistically so that the reader can easily discern what actions need to be taken.

Create your procedures here.

# Section 5 - Definitions

For the purpose of this Policy and Procedure:

Include definitions as appropriate for this policy/procedure only.

Do not redefine common-usage words or attempt to use them in a manner different from that in ordinary dictionary definitions.

# Section 6 - Stakeholders

Responsibility for implementation – List separately the titles of people or bodies responsible for implementation of the policy i.e who undertakes the consultation, submits the policy to the appropriate approval body and develops the strategies for the communication of the policy and any education or training.

Responsibility for monitoring implementation and compliance – List separately the titles of people or bodies responsible for monitoring the implementation of and compliance with the policy. This person or body must have the authority, resources and tools to monitor compliance and will be responsible for providing reports on the implementation of this policy, at least annually to the policy custodian.