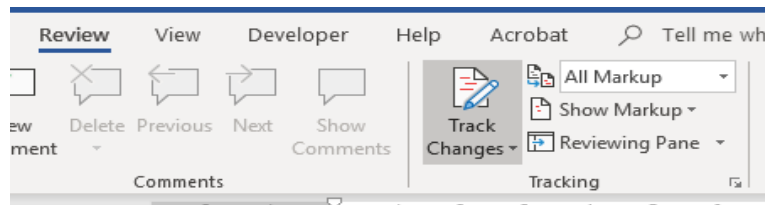


## Policy Review Tips

1. To ensure you are working with the most up to date version of the document, download the PDF version from the Policy Library, convert to word and ensure you turn **track changes** on.

*Instructions on how to download and convert a PDF to Word are available at <https://policies.latrobe.edu.au/download.php?associated=1&id=229>*

“Track Changes” can be turned by going to the **Review** tab and selecting **Track Changes** or by **Cntrl+Shift+E**



2. The Policy Database is **text based** only. This means that it can't create or display flow charts, process maps or images in the document. Links can be created and embedded from the policy document to other documents or links in that exist in word, PDF, ProMapp, intranet or internet sites in these circumstances.
3. Once you have completed your review, please send through the track change version of the document to Governance & Policy Services via [policy@latrobe.edu.au](mailto:policy@latrobe.edu.au) We will be able to provide you with advice on the consultation and formal approval requirements of the revisions.
4. **Consultation** via the Bulletin Board is mandatory for any new documents or for any revisions that are more than minor or administrative changes i.e where a number of clauses are added, deleted etc. The prescribed consultation period is **2 weeks**. Governance & Policy Services are responsible for publishing the document to the Bulletin Board.
5. For documents that require **approval** by Academic Board or the Vice-Chancellor via the Senior Executive Group (SEG), a Policy Coversheet will need to be completed.

The **Policy Coversheet** and tips on how to write policy recommendations are available via the [Resources Section](#) on the Policy Library.

When making a **submission for approval**, please include:

- i) Policy Coversheet
- ii) A tracked change version of the document (for revised documents) and
- iii) A clean version (track changes accepted) of the revised document