# Policy Template

## Intent

[Provide an overview of the purpose of the policy and explain the objectives it aims to achieve]

## Scope

[This section refers to whom the policy applies (e.g. staff, students, visitors, contractors).

In some cases it may also be necessary to explain what the policy applies to – for example if a policy applies to the use of certain electronic devices but not others, this must be clarified; or if the policy applies to certain students admitted to a particular course and not all students, this must be clarified.

Provide a statement explaining any stakeholders to whom this policy does not apply]

## Definitions

[Include any terms or acronyms written in the content of this policy which require explanation.]

## Policy

[The policy body should provide clear and concise statements that explain the key policy principles and direction].

**Important note:** A Policy is a statement of the principles, values and key provisions governing decision-making at the University and which sets out the position of the University on key aspects of operation or direction.

The policy itself should consist of relevant and logical sections that establish the key guiding elements (expressed as rules, directions or principles) which underpin decision-making and enable the achievement of the intent of the policy.

Procedural information, that is, the steps in a process required to implement the provisions or directions described under a Policy, must not be included in the policy document. Create, or amend, a procedure to express the steps and actions required to implement the policy.

Use the styles listed below to format text in this section. Use of formatting other than the styles outlined below, such as 3-tiered numbering (1.2.1., etc.) is not usually permitted to ensure that all policies follow the same clear and simple format]

1. [Heading]
   1. [Text]
   2. [Text]

* [list text - bullet]
* [list text - bullet]
  1. [Text]

1. [Heading]
   1. [Text]
   2. [Text]

## Related policy instruments

[Provide the name(s) of, and link to the business unit website containing any JCU policy instruments, eg. procedures, guidelines which have been developed to give effect to this policy.]

## Schedules/Appendices

[List any Schedules or Appendices attached to the policy, or related to the policy.]

## Related documents and legislation

[Provide the name and location or file path of related policies, documents, legislation (Acts, statutes or rules), standards, local procedural or operational manuals, administrative forms, external guidelines and other web sites.]

**Note**: Italics should be used when referencing Acts

## Administration

NOTE: Printed copies of this policy are uncontrolled, and currency can only be assured at the time of printing.

Approval Details

|  |  |
| --- | --- |
| Policy Domain | [refer to [Policy and Delegations Responsibilities Map](https://www.jcu.edu.au/policy/delegations/24-1-JCU-Policy-and-Delegations-Responsibilities-Map-final.pdf)] |
| Policy Sub-domain | [refer to [Policy and Delegations Responsibilities Map](https://www.jcu.edu.au/policy/delegations/24-1-JCU-Policy-and-Delegations-Responsibilities-Map-final.pdf)] |
| Policy Custodian | [refer to [Policy and Delegations Responsibilities Map](https://www.jcu.edu.au/policy/delegations/24-1-JCU-Policy-and-Delegations-Responsibilities-Map-final.pdf)] |
| Approval Authority | [refer to [Policy and Delegations Responsibilities Map](https://www.jcu.edu.au/policy/delegations/24-1-JCU-Policy-and-Delegations-Responsibilities-Map-final.pdf)] |
| Date for next Major Review | [The policy review should be scheduled 5 years from the approval date] |

Revision History

*[Use the table below to record information regarding changes to this procedure. Version control should be applied, for example major or minor amendments (approved by the Policy Sponsor) should be numbered 23-1, 23-2 and so on (the first two digits = year, the last digit = version number)].*

***NOTE****: A minor amendment will not result in a change of the next major review date.*

*Approval date - the date the approval authority approved the establishment, minor or major amendment or disestablishment*

*Implementation Date - the date the policy was published in the Policy Library and is the date the policy takes effect*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Version no. | Approval date | Approved by | Implementation date | Details | Author |
| XX-X | dd/mm/yyyy |  | dd/mm/yyyy | <Policy established; Minor amendment; Major amendment/Policy disestablished> | <Title of policy author> |

|  |  |
| --- | --- |
| Keywords | [list several relevant key words which may be used to search for and locate the policy in the Policy Library] |
| Contact person | [list the position of the staff member who is best placed to respond to queries on this policy, in many cases this will be the policy author] |