## Procedure Template

## Intent

[Provide an overview of the purpose of the procedure and explain the objectives it aims to achieve. Include the title of the policy which this procedure supports]

## Scope

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

In some cases it may also be necessary to explain what the procedure applies to, and must be consistent with the governing/associated policy – for example if a procedure applies to the use of certain electronic devices but not others, this must be clarified; or if the procedure 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 procedure does not apply]

## Definitions

[Include any terms or acronyms which are written in the content of this procedure which require explanation. Consider that many stakeholders reading the procedure may not be familiar with jargon or context-specific language used in a particular area of the University]

## Table of Contents

*[****Note:*** *This section is optional and may be deleted if not required.*

Link within the document to each of the content headings used within the procedure. This will provide simplified content searching within the document for readers]

1. [[Procedure Heading 1](#_<Procedure_heading_1>)]
2. [[Procedure Heading 2](#_<Procedure_heading_2>)]
3. [[Procedure Heading 3](#_<Procedure_heading_3>)]

## Introduction

*[****Note:*** *This section is optional and may be deleted if not required.*

*Provide an introduction to the procedure and provide operational context relating to the procedure as required]*

## Procedure

This is where additional information necessary for carrying out or complying with the policy must be detailed. Policy content must not be included in the procedure.

The procedure identifies **what will be done and how**, including:

* The precise actions required
* Who must complete the action
* When the actions are to occur
* The sequence of events

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 procedures 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 of the governing policy.

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

## Schedules/Appendices

[Provide the name(s) and hyperlink to any JCU schedules and appendices relevant to the procedure.

Schedules **must** **not** be included in the procedure. They should be placed on the business unit/policy author’s website and linked to from this section of the procedure.

Appendix/appendices are a section or table of supplementary information. They should be placed on the business unit/policy author’s website and linked to from this section of the procedure.

## Administration

NOTE: Printed copies of this procedure 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 procedure review should be scheduled 5 years from the approval date or sooner if required.] |

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 Policy Sponsor approved the establishment, minor or major amendment or disestablishment*

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Approval date | Implementation date | Details | Author |
| xx-x | dd/mm/yyyy | dd/mm/yyyy | <Procedure established; Minor or major amendments; Procedure disestablished> | <Title of procedure author> |

|  |  |
| --- | --- |
| Keywords | [list several relevant key words which may be used to search for and locate the procedure in the Policy Library] |
| Contact person |  |