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| --- | --- | --- | --- | --- | --- | --- |
| UNSW Sydney logo | | Insert title of the Standard using “Standard Name”  The title should be clear and concise and avoid the use of acronyms. It should not start with Standard or UNSW. | | | | |
| **Version** | **Approved by** | | **Approval date** | **Effective date** | **Next full review** | |
| X.X | [to be completed] | | XX Month Year | XX Month Year | Month Year | |
| Standard Statement | | | | | | |
| **Purpose** | | State the purpose of the Standard. This should be a short statement. It may include risks to be addressed or benefits to be achieved. | | | | |
| **Scope** | | Specify the groups to whom the Standard applies, e.g.: all staff/students or particular cohorts. | | | | |
| **Are Local Documents on this subject permitted?** | | Yes, however Local Documents must be consistent with this University-wide Document | | | | No |
| Standard | | | | | | |

1. Insert main headings using “Template – heading 1 style”

Set out the specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they were intended to. The Standard should set out and describe the specifications as to what is to be conformed to and/or how to enable the implementation of a University-wide Policy or Procedure. Descriptions should include specific responsibilities, timelines and circumstances in which Standards are varied.

Headings should be used to clearly structure the content and the relevant actions. Numbered and named subsections and paragraphs should also be used.

* 1. Insert sub-heading using “Template – heading 2 style”

Insert text using “template – body text style”.

* 1. Insert sub-heading using “Template – heading 2 style”

1. Main heading
   1. Sub-heading
   2. Sub-heading
      1. [Numbered paragraphs, if required]
      2. [Numbered paragraphs, if required]
2. Main heading
   1. Sub-heading
   2. Sub-heading

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| Accountabilities | | | | | |
| **Responsible Officer** | | Title of the senior executive having greatest overall responsibility for the subject area that this Standard relates to. | | | |
| **Contact Officer** | | Title of the person responsible for the day to day management of this Standard and who will assist with queries. | | | |
| Supporting Information | | | | | |
| **Legislative Compliance** | | This Standard supports the University’s compliance with the following legislation:  List the full titles and URLs of any applicable State or Federal legislation, including any relevant pinpoint references. If relevant, list any UNSW statutes/regulations that this Standard relates to. Any variation to a Standard must remain consistent with the parent statute or regulation.  If none, insert “Nil”.  Legislation listed here must be included in the UNSW Legislation Register.  Contact the UNSW Compliance Manager for further advice when completing this section. | | | |
| **Parent Document (Policy)** | | Include the title and URL of any Policy that this Standard supports. | | | |
| **Supporting Documents** | | Include titles and URLs of Guidelines or documents that directly support the Standard. If none, insert ‘Nil”. | | | |
| **Related Documents** | | Include titles and URLs of any documents that relate to, but do not directly support, the Standard. This may include other University Policies, Standards and Guidelines, or non-University materials such as regulatory codes or standards. If none, insert ‘Nil’. | | | |
| **Superseded Documents** | | List all documents superseded by this Standard. If none, insert ‘Nil’. | | | |
| **File Number** | | [For Governance Use] | | | |
| Definitions and Acronyms | | | | | |
| **Insert Term** | | Insert definition of terms used within this Standard and expand any acronyms used. Add extra rows below as required. | | | |
| **Insert Term** | |  | | | |
| Revision History | | | | | |
| **Version** | **Approved by** | | **Approval date** | **Effective date** | **Sections modified** |
| #.# | [to be completed] | | [to be completed] | [to be completed] | [to be completed] |

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| Further Information  This section is not published on the final PDF document. It is for website purposes only | |
| **Keywords for search engine** | University-wide Standards will be housed within the Governance Repository. Include keywords to assist location using the ‘search’ function. |
| **FAQs and answers** | Include any Frequently Asked Questions and answers to be included with the Procedure (in a separate tab or section) in the Governance Policy Repository |