|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| UNSW Sydney logo | | Insert title of the Guideline using “Guideline Name”  The title should be clear and concise and avoid the use of acronyms. It should not start with Guideline 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 | |
| Guideline Statement | | | | | | |
| Purpose | | State the purpose of the Guideline. 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 Guideline 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 |
| Guideline | | | | | | |

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

The Guideline should provide detail and context, and give effect to the principles established within the related Policy or Procedure. The information should adhere to the Guideline’s intent and elaborate on the requirements in the related Policy or Procedure.

Be careful when drafting the content as a Guideline is not intended to be a mandatory document in the UNSW Policy Framework.

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

[Note: indent “Template – heading 2 style” for third level numbering]

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

Insert text using “template – body text style”.

* + 1. [Number paragraphs, if required]
  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
      1. [Numbered paragraphs, if required]
      2. [Numbered paragraphs, if required]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Accountabilities | | | | | |
| Responsible Officer | | Title of the senior executive having greatest overall responsibility for the subject area that this Guideline relates to. | | | |
| Contact Officer | | Title of the person responsible for the day to day management of this Guideline and who will assist with queries. | | | |
| Supporting Information | | | | | |
| Legislative Compliance | | This Guideline 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 Guideline relates to. Any variation to this Guideline 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 and Procedure) | | Include title and URLs of any Policy and Procedure that this Guideline supports. If none, insert ‘Nil’. | | | |
| Supporting Documents | | Include titles and URLs of templates or forms which directly support this Guideline. If none, insert ‘Nil”. | | | |
| Related Documents | | Include titles and URLs of any documents that relate to, but do not directly support, this Guideline. This may include other University Policies, Procedures and Guidelines, or non-University materials such as regulatory codes or standards. If none, insert ‘Nil’. | | | |
| Superseded Documents | | List all documents superseded by this Guideline. If none, insert ‘Nil’. | | | |
| File Number | | [For Governance Use] | | | |
| Definitions and Acronyms | | | | | |
| Insert Term | | Insert definition of terms used within this Guideline 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] |

|  |  |
| --- | --- |
| Further Information  This section is not published on the final PDF document. It is for website purposes only | |
| Keywords for search engine | University-wide Guidelines 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 Guideline (in a separate tab or section) in the Governance Policy Repository |