



<p>Policy Number:</p> <p>Policy Title:</p> <p>Policy Owner: (usually Chief level)</p> <p>Effective Date: (first created)</p> <p>Last Revised: (if first policy leave blank)</p>
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1. Purpose

This section identifies what the policy is meant to accomplish.

2. Application and Scope

This section identifies the stakeholders who are governed or affected by the policy.

3. Definitions

Include definitions of words found within the policy that may help with understanding the policy. Definition is done in sentence format.

“word to be defines” means.....

4. Principles

These are fundamental foundation statements of the values that the College holds in relation to this specific policy.

5. Accountability and Compliance

5.1 Accountability Framework

This policy has been approved by the Senior Leadership Team.

5.2 Compliance

Discusses who owns the policy and what overarching materials they are guided by.

6. Rules

This section is the information section of the policy and discusses the rules and principles that govern the policy. Procedural information should not be located here.

7. Policy Revision Date

7.1 Revision Date

Date of next review. The standard timeline for revision is every five years or earlier where required.

7.2 Responsibility

Who will conduct the review and how often the review will take place.

8. Attachments

Any supporting documentation (appendices, forms, flowcharts etc.) that adds value or clarification to the policy (refer to Appendix B for formatting style requirements).

If there are no attachments or appendices, please include 'Space left intentionally blank.'

9. Specific Links

This section lists information that supports the specific policy and is arranged in order of importance or level of involvement in the policy. These documents may be internal or external to the College (i.e. other policies, legislation etc.).