[Title] Policy – use Title font

**Purpose**

[Normal font – this is a short description of the purpose of the policy.]

This policy:

* use Bullet 1 style
* use Bullet 1 style

**Scope**

The [title Policy] applies to the [[UNSW community](https://www.unsw.edu.au/governance/policy/policy-hub/codeofconductandvalues#community)] or another cohort [e.g. staff and students]. [Use Normal stye]

This policy applies to xxxxx in the following activities:

* xxxxx

Some sections of this policy state a more limited scope for those sections.

[Principles and objectives [Template – heading 1 style] 1](#_Toc173239954)

[1. [Template - Policy heading] 1](#_Toc173239955)

[2. Policy heading 1](#_Toc173239956)

[3. Policy heading 2](#_Toc173239957)

[4. Policy heading 2](#_Toc173239958)

[5. Policy heading 2](#_Toc173239959)

[6. Policy heading 2](#_Toc173239960)

[[title] Standard 3](#_Toc173239961)

[1. Standard heading 1 3](#_Toc173239962)

[2. Standard heading 2 3](#_Toc173239963)

[[Template – heading 1 style] 4](#_Toc173239964)

[1. [Step 1 in the procedure] 4](#_Toc173239965)

[2. [Step 2 in the procedure] 4](#_Toc173239966)

[3. [Step 3 in the procedure] 4](#_Toc173239967)

[Appendix 1 5](#_Toc173239968)

Principles and objectives [Template – heading 1 style]

1. [Template - Policy heading]

[Use Body sub-section]

[Use Body sub-section]

[Use Body sub-section]

1. Policy heading

[Use Body sub-section]

[Use Body sub-section]

1. Policy heading

[Use Body sub-section]

[Use Body sub-section]

* [Bullet 2 style]
* [Bullet 2 style
* [Bullet 2 style]

1. Policy heading

[Use Body sub-section]

* [Bullet 2 style]
* [Bullet 2 style
* [Bullet 2 style]

[Use Body sub-section]

* 1. [use body sub-part]
  2. [use Body sub-part]

1. Policy heading

[Use Body sub-section]

[Use Body sub-section]

[Use Body sub-section]

[Use Body sub-section]

[Use Body sub-section]

1. [use Body sub-part]
2. [use Body sub-part]
3. Policy heading

[Use Body sub-section]

1. Heading

[Title style for name] Standard

[A standard may be contained in a policy if you need to mandate and direct behaviour or provide an operating standard for a product, service, or system]

[Normal style for paragraphs that are not numbered]

[Normal style for paragraphs]

[title] Standard

[para 1]

[para 2]

1. Standard heading 1

[Body sub-section style]

* bullet
* bullet
* bullet

[Body sub-section style]

[Body sub-section style]

1. Standard heading 2

[Body sub-section style]

* bullet
* bullet
* bullet

[Body sub-section style]

[Body sub-section style]

**Effective:** [XX Month] 2024 **Responsible:** xxxxx **Lead:** xxxxx

[Title style for name] Procedure

[One or more procedures may be contained in a policy to state requirements].

[Template – heading 1 style]

1. [Step 1 in the procedure]

[state a requirement]

* [Bullet 2 style]
* [Bullet 2 style]
* [Bullet 2 style]

[state a requirement]

[state a requirement]

[state a requirement]

1. [Step 2 in the procedure]

[state a requirement]

* [Bullet 2 style]
* [Bullet 2 style]
* [Bullet 2 style]

[state a requirement]

[state a requirement]

1. [Step 3 in the procedure]

[state a requirement]

* [Bullet 2 style]
* [Bullet 2 style]
* [Bullet 2 style]

[state a requirement]

[state a requirement]

**Effective:** [XX Month] 2024 **Responsible:** xxxxx **Lead:** xxxxx

Appendix 1

**Authority for procedures and instructions**

The following UNSW officers are authorised to maintain and change the procedure sections of this policy in accordance with the *Policy Framework Policy*:

1. xxxxx

**Responsibilities**

xxxxx

**Legislative compliance**

This policy is intended to ensure that UNSW complies with the:

1. xxxxx
2. xxxxx

**Supporting documents**

* [policy title]
* [instruction title]

|  |  |
| --- | --- |
| Definitions and acronyms | |
|  |  |
|  |  |
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