Procedure Name

Blue text provides guidelines for completing your procedure. Highlight and delete all blue text when you have completed your document

## Purpose

The purpose of this procedure is to:

E.g. to outline the implementation of a policy

* Brief and bulleted if required

## Scope

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E.g. Staff, students, contractors (people) / all Unitec Programmes, computers leased but not owned by Unitec, (things).

## Procedure

Procedures will usually have a range of steps outlining the right way to proceed and if required the timeframes for these. Each of these should be separately noted and if required numbered points (or subheadings) and bulleted details may be used to provide further clarity.

1. Body or **subheading**
   * Detail
     + Detail
2. Body or **subheading**
   * Detail
     + Detail

You may wish to add a summary as a diagram or process chart, and this can be included here or as an appendix.

## Responsibilities

If required for readers of the procedure to easily and quickly see what things they and/or others must do

|  |  |
| --- | --- |
| Role | Responsibilities |
|  |  |
|  |  |
|  |  |
|  |  |

## Definitions

Unless otherwise specified the definitions in the Policy Framework Glossary (to be completed) apply. If a term is defined in this, start it with a capital letter, e.g. “Electronic Device”. If a term is not in the Policy Framework Glossary and is specific only to this policy you may add it to the table below. If a definition is not in the Policy Framework Glossary, ask the Policy Framework Manager to consider adding it.

| Term | Means |
| --- | --- |
|  |  |
|  |  |
|  |  |

## Reference Documents

* Hyperlink to the documents referred to.

## Appendices

Only if required. If not required, delete this heading.

## Approval Details

|  |  |  |  |
| --- | --- | --- | --- |
| Version number |  | Issue Date |  |
| Version History | Date of amendment/s: | Amendment/s: | |
| Approval authority: | Unitec Body that approves this procedure e.g ELT, Academic Board, Council | Date of Approval |  |
| Procedure Sponsor  (Has authority to approve minor amendments) |  | Procedure Owner: |  |
| Contact Person |  | Date of Next Review |  |