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| **PROCEDURE** |
| **Procedure for [Associated Policy Title or other authorised document as applicable]** |
| **Contact Officer** |
| *The person responsible for administering, managing and/or overseeing the Procedure. Providing the position title rather than the name of a person aids the longevity of the document.*  |

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| **Purpose** |
| *A clear and succinct statement of the reason for the procedure including the name of the policy (or policies) the Procedure supports where applicable.* *The Procedure is to outline the Who, How and When – questions of why it is needed (ie. for what purpose) should be contained within the policy document.*  |
| **Procedure** |
| *The steps and/or actions that must be undertaken to implement a particular policy. Not all policies will require a procedure document, whilst others will require more than one.* |

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| **Date Approved** | *Day/Month/Year* |
| **Approval Authority** | *eg. Registrar/LTSEC* |
| **Date of Commencement** | *Month/Year* |
| **Amendment Dates** | *List the dates the procedure has been amended. It is not necessary to list the amends made, although these are most usefully added as an appendix if deemed otherwise (Day/Month/Year)* |
| **Date for Next Review** | *Month/Year* |
| **Related Policies, Procedures and Guidance** | *Name and link to related policies, procedures or guidance to enable ease of access to related information* |