<DOCUMENT TITLE> POLICY AND PROCEDURE



CONTENTS

1	PURPOSE	
2	SCOPE	
3	POLICY STATEMENT	
	<sub-headings are="" not="" numbered=""></sub-headings>	
4	PROCEDURE	2
	<sub-headings are="" not="" numbered=""></sub-headings>	- 2
5	RESPONSIBILITIES	2
	Compliance, monitoring and review	- 2
	Reporting	2
	Records management	3
6	DEFINITIONS	
	Terms and definitions <delete if="" not="" required=""></delete>	3
7	RELATED LEGISLATION AND DOCUMENTS	3
8	FEEDBACK	
9	APPROVAL AND REVIEW DETAILS	3
10	APPENDIX <or appendices=""> <delete if="" not="" required=""></delete></or>	. 4

[IMPORTANT NOTES]

[This Policy and Procedure Template with Instructions describes what information to include in each section and how to write it – see the <u>policy writing instructions</u> at the end of this document. USE THIS AS A REFERENCE TOOL, and write your policy in the Blank Policy and Procedure Template (with formatting) so that it is in the approved format. Both templates are on the Policy Portal.

To identify what template to use (e.g. a policy and procedure combined, a standalone policy, a standalone procedure, or a guideline), refer to the <u>Policy Document Development and Review Procedure</u>.

If experienced, use the automated contents table and auto-number the paragraphs; otherwise, number the paragraphs manually and the Policy Portal Administrator will update the contents table. Contact the Policy Portal Administrator (policy@cgu edu.au) with any questions about using this template.]

1 PURPOSE

1.1 [Include brief statement/s about the overall purpose of the policy, i.e. what outcome/s is the policy intended to achieve? E.g. This policy and procedure establishes an effective, accountable and transparent framework for managing CQUIniversity's investments and ensures compliance with the Statutory Bodies Financial Arrangement Act 1962.]

2 SCOPE

2.1 [Include brief statement/s that identify to whom (e.g. specific groups of people) and to which parts of the University the policy applies. Specify exclusions to clarify scope if needed.]

3 POLICY STATEMENT

3.1 [Policy statements are about identifying the broad principles/standards of expected action/behaviour and/or compliance, i.e. setting the 'rules' or 'framework' within which decisions are made on a particular matter. For example, policy statements address what is the standard, while procedures address how the standard is implemented.]

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Table of Contents Policy Manual Outline Format

- 1. Understanding the eBook Policy Manual Outline Format
 - The Rise of Digital Reading Policy Manual Outline Format
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Policy Manual Outline Format
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Policy Manual Outline Format
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Policy Manual Outline Format
 - Personalized Recommendations
 - Policy Manual Outline Format User Reviews and Ratings
 - Policy Manual Outline Format and Bestseller Lists
- 5. Accessing Policy Manual Outline Format Free and Paid eBooks
 - Policy Manual Outline Format Public Domain eBooks
 - Policy Manual Outline Format eBook Subscription Services
 - Policy Manual Outline Format Budget-Friendly Options
- 6. Navigating Policy Manual Outline Format eBook Formats

- o ePub, PDF, MOBI, and More
- o Policy Manual Outline Format Compatibility with Devices
- Policy Manual Outline Format Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - o Adjustable Fonts and Text Sizes of Policy Manual Outline Format
 - Highlighting and Note-Taking Policy Manual Outline Format
 - Interactive Elements Policy Manual Outline Format
- 8. Staying Engaged with Policy Manual Outline Format
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Policy Manual Outline Format
- 9. Balancing eBooks and Physical Books Policy Manual Outline Format
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Policy Manual Outline Format
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Policy Manual Outline Format
 - Setting Reading Goals Policy Manual Outline Format
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Policy Manual Outline Format
 - Fact-Checking eBook Content of Policy Manual Outline Format
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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