**Policy Document Title**

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| --- | --- |
| **Document Control** |  |
| Owner: | Name, Role Title |
| Contact: | Email address of Inbox |
| Version number: | X.X |
| Approval date: | Month YYYY |
| Approved by: | SLT/Academic Board/Board of Governors etc. |
| Date of next review: | Month YYYY |
|  |  |

1. **Purpose**
   1. The purpose of the policy document.
   2. …
2. **Scope**
   1. The policy document’s scope.
   2. …
3. **Roles and Responsibilities**
   1. The roles and responsibilities relevant to the policy document.
   2. …
4. **Section Heading**
   1. Section content.
   2. Section content.
5. **Section Heading** 
   1. Section content
      1. Section sub-content;
      2. Section sub-content;
      3. Section sub-content:
6. Section sub-content further bullet/step;
7. Section sub-content further bullet/step.
   * 1. Section sub-content.
   1. ….