# *Use this template to develop a message to communicate to key stakeholders when a major policy change is being implemented. Aim to limit the message to one page.*

# **[Policy Title]**

[Briefly summarise the policy decision that has been made, the area responsible for the policy and the key stakeholders consulted during development.]

*For example –*

On [Date], following recommendation from [Policy Owner], the [Vice-Chancellor / Senate] approved the [Policy Title]. The new policy has been developed by [Division] in consultation with [Faculty / School / Staff / Students].

The policy is effective from [Date] and is available on the PPL at the following link: [URL link to PPL]

#### Key Changes

[Clearly identify the key changes relevant to the stakeholders receiving this message.]

*For example –*

The primary objective of this new/revised policy is to:

The main changes arising from this new/revised policy are:

Benefits arising from the adoption of this new/revised policy include:

#### Change Management

[Outline how implementation of the new policy will be managed and identify training and support that may be available to staff and/or guidance available to view online.]

*For example –*

The [Division] has made necessary changes to relevant processes, procedures and systems to enable full adoption of this policy.

Ongoing advice and support is available to staff and students through the [Division’s] training and induction programs, and through the [Division’s] website.

#### Review

Identify the area responsible for ongoing oversight and review of the policy.

*For example –*

The [Division] has oversight of the policy and will monitor its effectiveness and adoption across UQ to ensure that it is meeting the needs of UQ staff and students. A review will be undertaken in [Month and Year] to assess the level of adoption of this policy and identify any issues or areas for further improvement, including any changes to the policy.

#### Assistance and Advice

Please contact the following for any further information or advice and assistance regarding this policy:

[Name] [Position] [Contact Details – phone and email]

The above message will be issued as follows:

|  |  |  |
| --- | --- | --- |
| Audience | **Issued by** (name and position) | **Issued through** (e.g. email, bulletin etc.) |
|  |  |  |
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