QUALITY TIP
Searching for Policies and Forms on the Intranet

Step 1
To search for a policy or form, go to “Quality – Policies & Forms”.

Note: do not enter key words in the Staff Search or Intranet Search on the top right of the intranet homepage

Step 2
Enter one keyword in the search field. Try using one keyword only as the less keywords you use in your search, the less search results will be returned which may assist with your search. If the search results don’t contain your required document, try a different keyword.
Step 3
Use the Advanced Search function to optimise your search.

There you can enter keywords, select your audience, type of document etc. For example, if you are looking for the Unacceptable Student Behaviour Report Form, try the following:

**Advanced Search**

To assist in the searching of our policies and other documents, we’ve provided a search page to restrict the results you’ll be presented.

Keyword/s

student behaviour

Audience

Type

Lecturers

Form

Responsible Quality Officer

All Officers

Theme

All Themes

Sort By

Results per page

Name

Ascending

5

Search

Reset Fields

Tip!
If you found your required form but are also looking for the relevant policy and any other forms / flowcharts attached to it, enter the first 5 digits of it in the search field eg. CF006

Unacceptable Student Behaviour Report

Form (Under Review)

Endorsed on: 15/06/2007 Reviewed on: 29/06/2010
Central Regional TAFE - Quality Tips

Searching for Policies and Forms on the Intranet (QT001)

This will bring up all documents associated with this particular policy.

If a certain keyword you are using does not return any result, contact the Policy and Planning Support Officer on quality@durack.edu.au to add this keyword to the search function.

Also try using the different search functions on the right or the Frequently Used Forms
Searching for Policies and Forms on the Intranet (QT001)

Or just browse through the different classifications..

More Tips!
Handy tips assisting lecturers can be found under Quality Tips