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**
Lecturers

**Type**
Form

**Responsible Quality Officer**
All Officers

**Theme**
All Themes

**Sort By**
Name

**Results per page**
5

**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*

Endorsed on: 15/06/2007 Reviewed on: 29/06/101
Central Regional TAFE - Quality Tips

Search Results for: cf006, in All Policies

- Managing Student Behaviour
  ../common/quality/CF/CF006P.docx
  Policy & Procedure (Under Review)
  Endorsed on: 25/05/2007 Reviewed on: 29/06/2011

- Students Under 18 Exclusion From Class Due to Behavioural Issues Contact Flowchart
  ../common/quality/CF/CF006C1.docx
  Flowchart (Under Review)
  Endorsed on: 25/05/2007 Reviewed on: 29/06/2011

- Students Under 18 Exclusion From Class Form
  ../common/quality/CF/CF006F2.docx
  Form (Under Review)
  Endorsed on: 25/05/2007 Reviewed on: 29/06/2011

- Unacceptable Student Behaviour Report
  ../common/quality/CF/CF006F1.docx
  Form (Under Review)
  Endorsed on: 25/05/2007 Reviewed on: 29/06/2011

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..

Browse Our Policies

To browse through the different classifications that documents on our policies web site are housed under, please use one of the links listed below each of the classifications:

- Audience
  - All Staff
  - Training Admin
  - Non Teaching Admin
  - Training Directors
  - Client Services
  - Directors
  - Finance
  - Human Resources
  - Information Technology
  - Lecturers
  - Managers
  - Records
  - Physical Resources

- Theme
  - Assets & Facilities Management
  - Client Focus
  - Financial Management
  - Human Resource Management
  - Information Systems
  - Lecturers Guide
  - Marketing
  - Organisational Management
  - Occupational Safety and Health
  - Quality Tips
  - Records Management
  - Student Administration
  - Training and Assessment

- Type
  - Policy & Procedure
  - Form
  - Appendix
  - Register
  - Template
  - Flowchart
  - Manual
  - Circular
  - Checklist
  - Example
  - Guideline
  - Publication

More Tips!

Handy tips assisting lecturers can be found under Quality Tips