

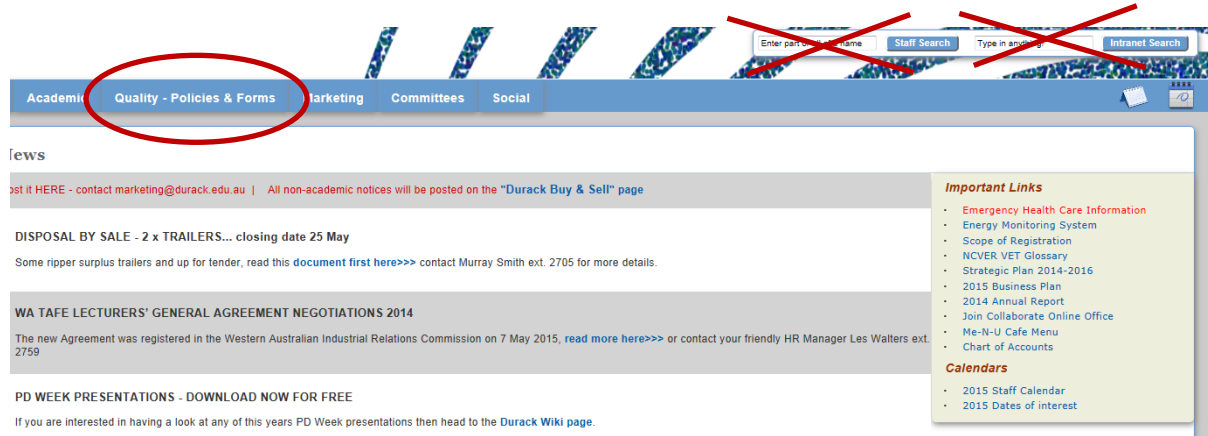


QUALITY TIP

Searching for Policies and Forms on the Intranet

Step 1

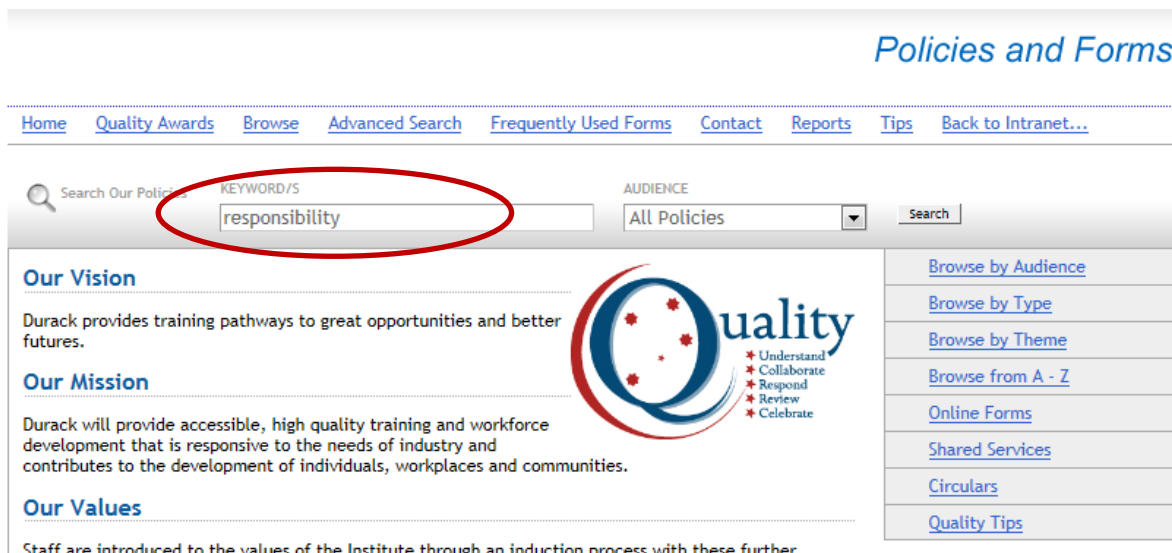
To search for a policy or form, go to "Quality – Policies & Forms".



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

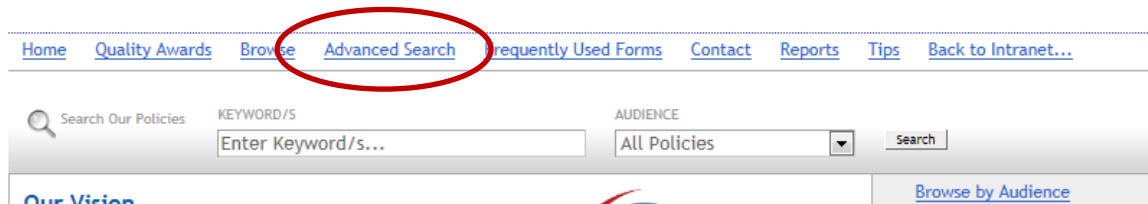
Step 2

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.



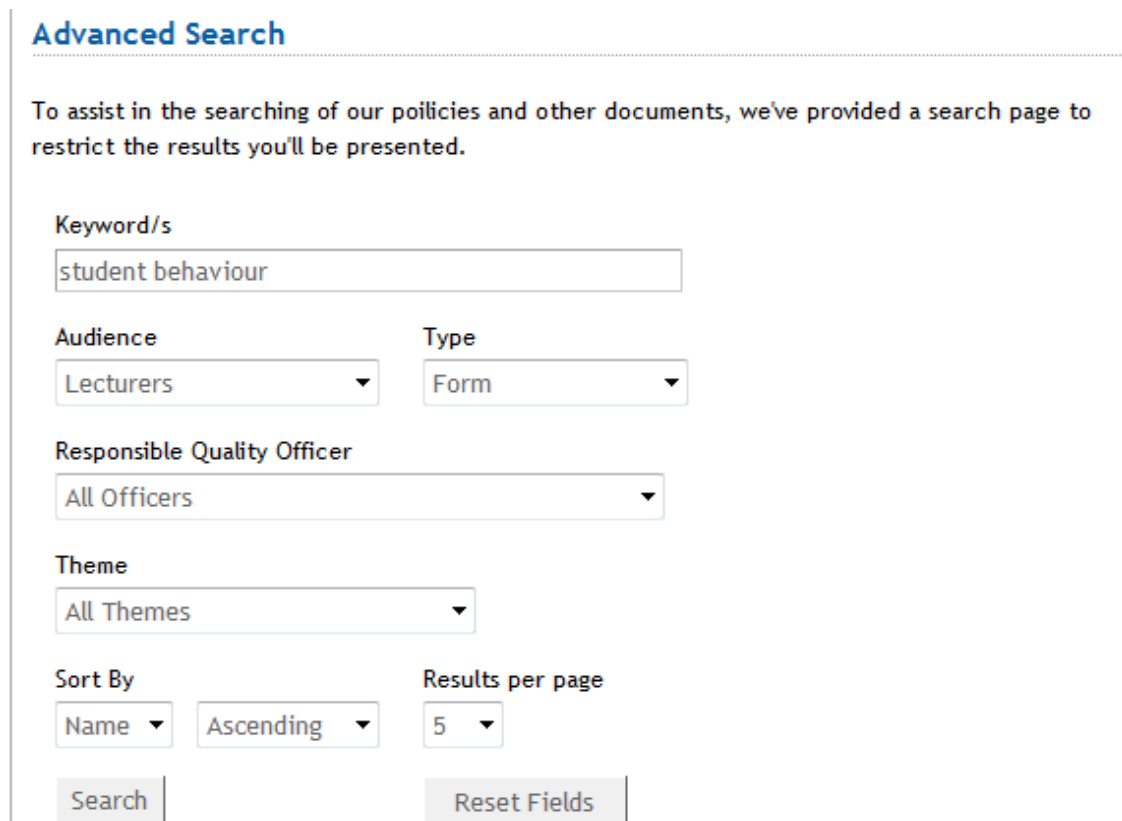
Step 3

Use the Advanced Search function to optimise your search.



The screenshot shows the top navigation bar of the intranet with links: Home, Quality Awards, Browse, **Advanced Search** (circled in red), Frequently Used Forms, Contact, Reports, Tips, and Back to Intranet... Below the navigation bar is a search interface with a magnifying glass icon, the text 'Search Our Policies', and two input fields: 'KEYWORD/S' containing 'Enter Keyword/s...' and 'AUDIENCE' containing 'All Policies'. A 'Search' button is to the right. Below the search fields is a 'Browse by Audience' button.

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:



The screenshot shows the 'Advanced Search' form. It has a title 'Advanced Search' and a sub-header '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.' The form contains several fields: 'Keyword/s' with the text 'student behaviour'; 'Audience' dropdown set to 'Lecturers'; 'Type' dropdown set to 'Form'; 'Responsible Quality Officer' dropdown set to 'All Officers'; 'Theme' dropdown set to 'All Themes'; 'Sort By' dropdown set to 'Name'; 'Ascending' dropdown set to 'Ascending'; and 'Results per page' dropdown set to '5'. There are 'Search' and 'Reset Fields' buttons at the bottom.

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 Repo](#)
../common/quality/CF/CF006F1.docx
Form (Under Review)
Endorsed on: 25/06/2007 Reviewed on: 29/06/201

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

The screenshot shows the intranet search interface. At the top, there are navigation links: Home, Quality Awards, Browse, Advanced Search, Frequently Used Forms, Contact, and Reports. Below these is a search bar with a magnifying glass icon and the text 'Search Our Policies'. To the right of the search bar is a 'KEYWORD/S' field containing 'cf006' and an 'AUDIENCE' dropdown menu set to 'All Policies'. Below the search bar, the results are titled 'Search Results for: cf006, in All Policies'. There are four search results listed, each with an 'EDIT' link, a title, a file path, a title in parentheses, and dates for 'Endorsed on' and 'Reviewed on'. The results are: 1. 'Managing Student Behaviour' (Policy & Procedure (Under Review)), 2. 'Students Under 18 Exclusion From Class Due to Behavioural Issues Contact Flowchart' (Flowchart (Under Review)), 3. 'Students Under 18 Exclusion from Class Form' (Form (Under Review)), and 4. 'Unacceptable Student Behaviour Report' (Form (Under Review)).

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

The screenshot shows the intranet search interface with the 'Frequently Used Forms' section highlighted. The navigation links at the top include 'Home', 'Quality Awards', 'Browse', 'Advanced Search', 'Frequently Used Forms', 'Contact', 'Reports', 'Tips', and 'Back to Intranet...'. The search bar is empty, and the 'AUDIENCE' dropdown is set to 'All Policies'. The 'Frequently Used Forms' section lists five items, each with an 'EDIT' link, a title, a file path, a title in parentheses, and dates for 'Endorsed on' and 'Reviewed on'. The items are: 1. 'Application for Overnight Use of Institute Vehicle' (Form), 2. 'AQTF Essential Conditions and Standards' (Abolished), 3. 'Authorisation for Non-Employees to Drive Institute Vehicles' (Form), 4. 'Client Group Under 18 Course Development Checklist' (Form), and 5. 'Client Needs Summary' (Form). To the right of the search bar, there is a sidebar with a 'Search' button and a list of navigation options: 'Browse by Audience', 'Browse by Type', 'Browse by Theme', 'Browse from A - Z', 'Online Forms', 'Shared Services', 'Circulars', and 'Quality Tips'.

Central Regional TAFE - Quality Tips Searching for Policies and Forms on the Intranet (QT001)

Or just browse through the different classifications..

Home [Quality Awards](#) **Browse** [Advanced Search](#) [Frequently Used Forms](#) [Contact](#) [Reports](#) [Tips](#) [Back to Intranet...](#)

Search Our Policies KEYWORD/S AUDIENCE
Enter Keyword/s... All Policies Search

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	Theme
<ul style="list-style-type: none">All StaffTraining AdminNon Teaching AdminTraining DirectorsClient ServicesDirectorsFinanceHuman ResourcesInformation TechnologyLecturersManagersRecordsPhysical Resources	<ul style="list-style-type: none">Assets & Facilities ManagementClient FocusFinancial ManagementHuman Resource ManagementInformation SystemsLecturers GuideMarketingOrganisational ManagementOccupational Safety and HealthQuality TipsRecords ManagementStudent AdministrationTraining and Assessment

A - Z	Type
<ul style="list-style-type: none">ABCDEFGHIJKLMNOPQRSTUVWXI	<ul style="list-style-type: none">Policy & ProcedureFormAppendixRegisterTemplateFlowchartManualCircularChecklistExampleGuidelinePublication

- Browse by Audience
- Browse by Type
- Browse by Theme
- Browse from A - Z
- Online Forms
- Shared Services
- Circulars
- Quality Tips

More Tips!

Handy tips assisting lecturers can be found under Quality Tips

Home [Quality Awards](#) [Browse](#) [Advanced Search](#) [Frequently Used Forms](#) [Contact](#) [Reports](#) [Tips](#) [Back to Intranet...](#)

Search Our Policies KEYWORD/S AUDIENCE
QT All Policies Search

Search Results for: QT

- [EDIT](#) [Course Orientation Checklist Tip](#)
../common/quality/QT/QT002.docx
Circular (Current)
Endorsed on: 4/07/2013 Reviewed on: 4/07/2013
- [EDIT](#) [Holistic Assessment](#)
../common/quality/QT/QT003.docx
Circular (Current)
Endorsed on: 4/07/2013 Reviewed on: 4/07/2013
- [EDIT](#) [Industry Requirements on LAS](#)
../common/quality/QT/QT009.docx
Circular (Current)
Endorsed on: 4/07/2013 Reviewed on: 4/07/2013
- [EDIT](#) [LAS Requirements](#)
../common/quality/QT/QT006.docx
Circular (Current)
Endorsed on: 4/07/2013 Reviewed on: 4/07/2013

- Browse by Audience
- Browse by Type
- Browse by Theme
- Browse from A - Z
- Online Forms
- Shared Services
- Circulars
- Quality Tips**
- DIT Quality Tips