



1. Process Overview

Guidelines

SECTION 2 –

Workforce Management Handbook	Special Studies Program Report	Effective Date:	May 2023	Version 1.0
Authorised by	Director, HR Services	Review Date:	May 2026	

SECTION 3 – WRITTEN REPORT (Maximum 3 pages, minimum Arial 10 font)

Empty area for the written report content.

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SECTION 4 – DISSEMINATION/KNOWLEDGE TRANSFER

Briefly describe how/what you will do to share your experience and what you have learnt with staff/students/others. Alternatively, you may prepare a visual presentation.

Provide details of the timing, location and proposed audience/participant group.

Staff member to forward the completed report to the Head of School

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RECOMMENDATION TO BE COMPLETED BY
SCHOOL

RECOMMENDATION TO BE COMPLETED BY
CONVENOR OF THE FACULTY SSP COMMITTEE

Comments:

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