Appendix 2: Good Practice Template Guidelines

INQAAHE Database on
Good Practice in Quality Assurance (GPQA)

Template Guidelines

Please use these guidelines when preparing submissions for the GPQA Database. Type information into the accompanying Template and save as a Microsoft Word file. Note that some fields are optional.

The total size of the document should be about 900 words and no more than 1000 (excluding supporting files and attachments). Please observe this limit, which has been set in order to enhance the utility of the Database to its readers. You are also required to attribute your source/s.

To increase the usefulness and user-friendliness of the Database, we would like to encourage you to supply web site addresses where appropriate. Submissions can also be enhanced by photos of contact people, pictures (including photos, graphs, charts, diagrams and tables), and supporting files such as policy or procedure documents. Please visit the AUQA Good Practice Database at www.auqa.edu.au/gp to view the Good Practices already in that Database; the INQAAHE GPQA Database has been adapted from the AUQA database.

Please send completed templates and related files to the INQAAHE Secretariat (inqaahe@nvao.net) as email attachments. The submissions will then be reviewed by referees. If the referees believe that changes to the text are required, we may approach the organisation's designated contact person for additional information, and further clarification. We may seek a final check from the organisation's contact person (via a secure web site) before publishing the Good Practice on the live web site.

If any of the contact details change over time, please let the INQAAHE Secretariat know so that the Good Practice may be kept up to date. This will enable interested people to find out more information about the Good Practice.

Please note that the deadline for your completed Good Practice templates is: 1 September 2008.

Consent Statement
Your submission of a Good Practice to INQAAHE will constitute your agreement with the INQAAHE Good Practice in Quality Assurance Database 'Rules for Contributors' as set out in appendix 3.

The word limits and explanatory notes below are for general guidance only.

1. Name of the QA agency

Include

2. Web site address of the QA agency

Include

3. Title of the good practice

Maximum 10 words. This title should include the **keywords** that describe the Good Practice.

4. Purposes served by or objectives of the good practice

In about 100 words, describe the aim of the good practice.

5. Context

In about 100 words, describe any particular contextual features or challenging issues that have had to be addressed in designing and implementing the good practice.

6. Practice

In about 400 words, generally describe the good practice and its implementation. Include anything about this practice that may be unique in your context. Please also identify any constraints or limitations. Also, please provide any web site addresses for areas featured in the good practice?

7. Evidence of success, impact or realization of objectives

In about 100 words, supply any evidence of success

8. Resources Required

In about 100 words, please identify the key financial, staffing and special resources required to implement the Good Practice.

Optional:

9. Notes

In about 100 words, please add any other information that you deem important to the reader such as changes that may have been introduced since the practice was audited, any scope for adaptation, or future plans.

10. Pictures

You may provide a combined total of three pictures and attachments. Pictures may take the form of photos, graphs, charts, diagrams and tables. We prefer to receive pictures as JPEG files with the following specifications: a maximum file size of 300 Kbytes, a minimum image resolution of 150 dpi, and a maximum image size of 550 pixels high x 550 pixels wide. Email each picture as a separate file; do not insert them in the Word document.

11. Captions/titles for Pictures

Please supply a caption of about 20 words for each photo. If possible, please provide the names of any people who appear in the photographs. Please supply a title for each graph, chart, diagram or table; remember to add a label eg Figure 1, Table 1.

12. Attachments

Optional. You may provide a combined total of three pictures and attachments. Supporting files, such as policy or procedure documents, can be attached to the template in PDF form. These can be supplied to the INQAAHE Secretariat as either Microsoft Word files or as PDF files. However, if these documents are already available on the Internet, web site addresses will suffice. (If particular documents are only available on your organisation's Intranet, you will need to state that access is by permission.)

13. Contact Details

Name
Whom could a reader contact for further information about the good practice? Please include the person's title (e.g. Professor, Dr). There may be one or two contact people.

Position
Job position.

Work Phone
Include.

Mobile Phone
Optional.

Fax
Optional.

Email
Include.

Photo of Contact Person
Optional. We prefer head-and-shoulder photos saved as JPEG files with the following specifications: a maximum file size of 300 KB, a minimum image resolution of 150 dpi, and an image size of 100 pixels wide x 125 pixels high. Send each picture as a separate file—do not insert it in the Word document. You are welcome to supply a photo of each contact person.