## Policy Framework Procedure Flowchart: Key Shapes

Start / End	For example: Director HR begins the promotion process; student is unable to attend studies for over 3 days which triggers a special consideration notification; recruitment process is finalised and the new staff member is on board.
Process	For example: range of actions required to either enable a decision to be made or to implement the decision; a range of actions required to process a special consideration notification from receipt to approval.
Decision	For example: a decision is required to appoint a new staff member; or to consider a special consideration notification against set criteria; or to accept a prospective student into the chosen Award; or to approve an application for leave of absence.
Data	For example: a website showing key dates for withdrawal; a website showing promotion criteria.
Data Base	For example: Policy Central where all policy documents are contained; online staff directory.
Document	For example: a form to complete; instructions about a process; tips and helpful information.