



**Note to author – please enter title**

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If you need access to this PASS Process Guide in an alternative format, please contact your School Support Coordinator in the first instance. Thank you

Please note that if you wish to enlarge any screen shots provided you can do so by pressing **Ctrl** on keyboard and scrolling in with the mouse.

*Version Table*

<b>Revision</b>	<b>Description</b>	<b>Author</b>	<b>Date</b>
	Initial Draft	V Harte	December 2023

*1. Summary and other guides this links to*

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*Note to author – please enter a short statement to ensure reader knows if it is the right guide for them to read and include any links to relevant guides*

*2. Step-By-Step Instructions*

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*Note to author – Please use multilevel lists where needed to ensure:*

- 1- The reader always knows what section they are in (denoted by first number)*
- 2- Easy to count steps and sub steps to readily see where the document has been modified between versions.*
- 3- Can quote numbered steps when discussing the procedure.*
- 4- Easy and recognisable changes when logged in the version history (quoting number changed).*

*Throughout document, please ensure sufficient spacing and specific language used to convey*

*3. Additional Information*

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