

Physical Learning Resources

1. INTRODUCTION

This policy is to ensure Adequate, appropriate and accessible physical and learning resources will be available for supporting tutors and students to meet the required standards of NZQA and industry.

2. POLICY

2.1 The *Organisation* will ensure:

2.1.1 That adequate and appropriate equipment and learning materials are available to enable maximum participation by students in learning activities relevant to their chosen course and industry. This will include basic equipment and any other requirements needed by industry:

- purchasing equipment in line with industry training and priorities within limitations of the training budget.
- Upgrading and replace equipment and learning resources to ensure we are in line with today's industry.

2.1.2 All staff and students will be made familiar with computer regulations and Internet rules and the Privacy Act.

2.2 Staff are required to update course content to align with its and relevant stakeholders. This will be taken completed through identifying content required covering units, resources, materials software and hardware. Information will be gained through industry pamphlets.

2.3 Staff and management will make recommendations to purchase resources that address identified needs and meet budget requirements.

2.4 Staff will update the assets register and ensure all equipment is included on this list.

2.5 The Training Manager is to assess Tutor competency on an annual basis. The assessment shall be conducted by reviewing student evaluations and by peer review. The peer review shall utilise the *Tutor Competency Checklist*.

3 RESPONSIBILITY

3.1 The Administration Manager will ensure that an asset register and

Responsibility for Procedure:	All Managers
Approving Authority:	Chief Executive
Reference:	Training Services

maintenance plan is developed. That the Student handbook for computer regulations and Privacy Act is provided.

4 COMPLIANCE

4.1

5 REFERENCES

5.1

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