

Resource Management Policy

Resource Management – Policy

Statement of Resource Management Procedure Policy

The City College is committed to the provision of a learning environment which encourages and supports all students and endeavours to provide all necessary equipment to aid students and staff in facilitating teaching and learning for a successful outcome. To that end, the College attempts to ensure that equipment necessary is available, maintained and accessible to any student or member of staff who needs it.

The College's Resource Policy requires that:

- Computers are available for staff and students and that these are given periodic health checks for viruses.
- Computers in each classroom used by lecturers have flash media and external speakers, in case dvds/videos need to be shown in class.
- That projectors and any other equipment necessary is available and that lecturers are given help to set up if required.
- Students are given support to use the computers and that each student is given a password to enable them to use the network.
- That any students with particular physical needs, who require specialist equipment, are catered for as best as possible and, if necessary, that whatever is needed is purchased for them.
- That there is a reference library available for students to use for study purposes and that new books are purchased regularly and are relevant to the courses offered.

The Purpose of Resource Management

The City College approach to Resource Management has been developed to aid students in being successful in their learning, by constantly re-evaluating what is needed as well as maintaining current resources.

Overall, resources offered by the College serve a variety of purposes including:

Aiding students learning by offering them a quiet place to study, access to computers if they do not have this at home, access to reference books that are required reading for their course.

Aiding teaching, by making sure lecturers have access to computers/projectors etc and any other equipment they may need to help them make their teaching relevant and interesting.

Making changes to the resources available and trying to come up with ways to help cut down use of paper copies to aid recycling/stop wastage, as well as make student resources available online. For example, the use of SharePoint, so students can access handouts prepared by lecturers online.

In addition, as part of our focus on 'life-long learning' a number of fiction, and non-fiction titles, for general reading are available for all students, or staff members, in the student common room, in order to encourage, and improve, literacy and comprehension skills. These books can be taken home and kept, or exchanged, as part of a Free Library/Community Reading Space.

Recommendations

Recommendations for books are always welcome and ordered where appropriate. These recommendations can be from lecturers or programme leaders, books high-lighted by other members of staff as being useful to a particular course, or general learning/self-help skills, and, indeed, from students, who may request a particular title.