VFH Products & Resources Program Policy
Pragmatic Training Pty Ltd & Associated Entities
ABN 36 658 440 342 ACN 106 748 887

Definitions

**Products & Resources:** are learning products which students are given access to for the duration of their training and are essential to the successful completion of the individual units of competency and the qualification as a whole.

**Pragmatic Training Pty Ltd & Associated Entities:** hereafter referred to as The Academy

Overview

The Academy delivers qualifications via a Dynamic Blended Delivery, which combines classroom delivery and on-line study. The Products & Resources program enables students to access essential products and technology at the Academy and at home to ensure that they can complete all the practical and theoretical requirements of the qualification.

An iPad, forms part of the Products & Resources a student have access to, and allows them to download applications that are fully compatible with Office. It will enable students to access required reading via the eBooks and access our on-line learning portal, CANVAS, to complete some of the theoretical work required to complete their qualification.

This Policy clarifies the conditions of the Program.

Distribution of Products & Resources

The Resources belong to the Academy and not to the student, and is on loan to the student until the end of the program when the student completes and graduates their enrolled course of study.

When Products & Resources are issued?

- Products & Resources are issued in a staged approach, as required throughout the course, to students who are attending and actively participating
- The first pack, which includes iPad & eBooks are provided once the census date for the first unit of study has passed

What happens if Products & Resources are lost or damaged?

- These resources and tools loaned to you for the duration of your course.
- The student takes responsibility for looking after the Resources
- If the Products or Resources are lost or stolen, you must report to the Privacyofficer@pt.edu.au immediately.
- The Academy is not responsible for replacing stolen resources

Student Resources Guidelines & Responsibilities

1. **Education Purposes**
   - a. Students are to use their Products & Resources for educational purposes.
   - b. Only appropriately licensed software is to be stored on the iPad.
   - c. Non educational software or data should not inhibit the use of the iPad as a learning tool.
d. The Academy reserves the right to carry out software, hardware and data inspections of Resources at any time.
e. The iPad is not to be used for the access/downloading/transport of inappropriate or illegal content.
f. While the student is allowed to install his/her own apps on the iPad, the iPad supplied by the Academy is to be used as an aid to studies. Academy and educational needs will receive priority over personal uses of the iPad.

2. Student Responsibilities
   a. Each student is responsible to keep their Products & Resources secure.
   b. Resources are to be kept clean and free from graffiti and stickers other than those authorised by the Academy.
   c. Students are not to remove any identification labels from their Resources

3. Loss, Theft and Repairs
   a. All instances of loss, damage or theft must be reported to the Academy as soon as possible.
   b. In the event of a hardware malfunction a report must be made to the Academy as soon as possible for warranty repair to be organised.
   c. Any repairs outside of warranty are the responsibility of the student.
   d. The Academy does not have any responsibility for any lost or stolen equipment
   e. The Academy will only replace items which are damaged due manufacturing matters

4. Assessment and Homework
   a. Students are expected to use their Products & Resources for home study use and assessment tasks. The loss of data or hardware malfunction cannot be grounds for the appeal of any assessment task.

5. Classroom Usage
   a. Student Products & Resources are to be brought to class each day, however the tutor will manage the use of these in the classroom.

6. Ownership
   a. The Academy remains the owner of all Products & Resources.
   b. Students have use of the Products & Resources whilst they are enrolled as a student at the Academy.
   c. Students will be awarded ownership of their Products & Resources upon successful graduation of their course.
   d. If the student stops attending or progressing in their course, or leaves the Academy prior to completion of the course, the resources are to be returned to the Academy in good working order.

7. Data Backup and Software Upgrading
   a. Students are responsible for the backup of all data
   b. Students are responsible to ensure that all software is kept up to date. (eg. Operating System).

Technical Support
   a. Students will be given full local administrator rights of their iPad.
   b. Students will be given full Wi-Fi access whilst at the Academy.
   c. In the event of a software malfunction students should contact the Academy for assistance.
Products & Resources Policy Acknowledgement & Acceptance

It is the Academy’s policy to have guidelines in place for the proper use of all technology resources as outlined in this policy and all other IT policies outlined in the Student Handbook. All students have a responsibility to use these resources in a professional, ethical and lawful manner, whilst abiding by all Academy policies.

All Academy students, as part of their induction, are required to read the Products & Program Policy and complete this acknowledgement and acceptance form.

A copy of this form will be placed in your student file.

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I have read and understood the Academy Products & Resources Program Policy and agree to abide by the rules and guidelines outlined in this policy.

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