

Equipment Loan Scheme Policy and Procedure

POLICY PURPOSE

The organisation provides students with access to equipment that is necessary for the completion of their various courses. Such equipment is available for loan to all students through the organisation's equipment loan scheme, irrespective of the type of delivery (on or off campus) accessed by the student.

Equipment of an academic nature and identified as necessary for completion of the course, is available for loan to students at no fee. Equipment that is an aid to, but not necessary for completion of a course is not covered by this policy.

This Policy ensures that all students that need access to equipment for the purposes of study can do so on an equitable and timely basis. It also outlines the rules and legal responsibilities imposed on students that choose to access the scheme, regarding the use, handling, security and return of equipment that often has a portable and attractive nature.

DEFINITIONS

For the purposes of this document the following definitions apply:

The organisation refers to Shafston House College Limited (National RTO Provider Code: 32004), trading as Service Skills Academy and Mary McConnel School of Early Childhood.

Equipment – Any portable equipment necessary for completion of a course. This may include:

- Computing devices
- Audio / Visual recording equipment
- Other library resources

Loan period – The loan period starts on the student's enrolment date and ends the earlier of the date specified on a student's Letter of Enrolment, the date shown on a student's cancellation of enrolment notice or approved course extension date, irrespective of whether or not the student has completed the required coursework.

Residual Value – The amount equipment is valued at when applying charges for equipment lost or damaged by the student during the loan period, not returned by the student or sold by the organisation to students at the end of the loan period. This value is applied according to Australian Tax Office guidelines on calculating the rate of decline in value over an items effective working life.

PROCEDURE

1. Notification, allocation and distribution of loan items

Students must indicate that they wish to participate in the equipment loan scheme by completing an Equipment Loan Agreement (the agreement). The agreement specifies the item/s loaned by the student and the conditions and charges (if any) applying to the loan.

Confirmation that the item is available and the expected availability date and delivery details will be provided to the student within 7 days of the organisation receiving a properly completed agreement.

The Administration Manager is responsible for maintaining a loan equipment register, the ordering/delivery of equipment in accordance with individual course requirements. Determinations that specific items of equipment are academic in nature and required for completion of a course (and therefore do not carry a loan fee) is decided and approved in writing by the CEO/PEO from time to time.

2. Return of loan items

Students are instructed to return loan equipment within 14 days of receiving detailed return shipping instructions from the organisation. Shipping costs for the return of all items will be paid by the organisation.

The Administration Manager is responsible for issuing return shipping instructions to students and arranging appropriate freight and collection services.

3. Failure to return equipment or the damage of equipment on loan

Students that do not return equipment items within 14 days of the end of the loan period or do not return equipment in a reasonable condition are liable to pay for the residual value or repair of the affected equipment. Students may access the organisations grievance and complaints policy if they do not agree with the assessment that the loss or damage was caused by negligence of the student or theft. Theft must be supported by a police report.

The Administration Manager is responsible for liaising with the Finance Manager regarding issuing invoicing of lost or damaged equipment.

4. Purchase of loan equipment

Students have the option of purchasing ex-loan equipment at the residual value at any time during or after the loan period, but only if the loan equipment is not required for other purposes. Ownership of the loan equipment remains with the organisation until an invoice is issued and payment received in full.

The Administration Manager is responsible for liaising with the Finance Manager regarding issuing invoicing for the sale of loan equipment, and recording the transfer of ownership on the loan register.

Essential Supporting Documents

Loan Equipment Agreement (Internal Document)

DET – VET Administrative Information for Providers (External Document)

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