

STRATFORD COLLEGE LONDON

PHYSICAL RESOURCES POLICY

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Member of Staff Responsible for Policy	Jonathan Omani	
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STRATFORD COLLEGE LONDON

PHYSICAL RESOURCES POLICY

Physical Resources Policy

Purpose

The purpose of this policy is to promote good stewardship of Stratford College London physical resources and provide a framework to guide the development, allocation, utilization and management of college physical resources.

Scope / Limits

This policy applies to all employees of Stratford College London.

The policy excludes people resources.

Policy Statements

1. All physical resources belong to the college and are managed to support the institution's mission, mandate and strategic objectives.
2. The college allocates physical resources such as space, equipment, furnishing and technology to departments and/or employees for their use and proper management.
3. The college, at its discretion, will reallocate physical resources as deemed necessary to meet changing needs and priorities.
4. Management of physical resources is consistent with all college policies and applicable legislation.
5. Departments will optimize the use of physical resources.
6. Stratford College's Learning Resources Committee provides collaborative leadership and guidance in the management of physical resources.

MANAGEMENT OF RESOURCES

- Learning resources are prepared in advance of lessons in accordance with schemes of work
- A range of resources is available to meet the needs of students of differing ability levels
- Learning materials are clearly written and presented in a language and style that is suitable to the student
- Lecturers enable students to make effective use of learning resource facilities for their subject

OUTSIDE RESOURCES

- If required college will hire external facilities or resources to fulfill qualification / modules requirements
- Tutors will give 36 hours' notice to acquire any external facilities.

Definitions

- Allocate – means to distribute physical resources to departments.
- Employees – are persons on the payroll of Stratford College London
- Information technology resources – includes, but is not limited to, hardware, software, phones, systems and relevant data.
- People resources – refers to employees of Stratford College London, and the knowledge these individuals embody and contribute to the organization.
- Physical resources – includes but not limited to land (owned or leased) and improvements (e.g. building, parking lots), information technology resources, vehicles, furnishing, equipment.
- Utilisation – is the use and management of allocated physical resources.