

PROGRAMME RESOURCES

Taratahi Agricultural Training Centre QMS Component			
Category:	DEVELOPMENT & DELIVERY	Policy Number:	QMS 21
Title:	Programme Resources	Date Approved:	12 Oct 2006
Prepared by:	Ed Delivery Manager	Date of Last Revision:	21 May 2010
Authorised by:	Taratahi Academic Committee	Next Review Date:	May 2011

1. PURPOSE

Taratahi recognises the need to fully resource and administer all courses, programmes and qualifications for which it is responsible.

This Policy aims to establish effective methods of resourcing so that client satisfaction occurs for programmes delivered by Taratahi

2. ORGANISATIONAL SCOPE

This is an organisational policy.

3. DEFINITIONS

Taratahi's program resources include all physical resources including learning resources (paper and electronic), Educational buildings, Taratahi owned/ managed/ leased Farms, Technical workshops and Human Resources.

4. RESPONSIBILITIES

The Education Partnerships Manager has overall responsibility for the resourcing of educational programs that are run offsite from the Taratahi Masterton Campus The Education Delivery Manager has the overall responsibility for the resourcing of educational programs that are run on the Taratahi's Masterton Campus.

The CEO oversees all matters relating to the Taratahi Farms and delegates responsibilities, where appropriate, to Managers.

5. THE PROCEDURE

As part of the programme development, (see QMS 2 Developing and Approving Programmes and Courses) and programme review process (see QMS 3 Programme Review) programmed developers must provide a list of teaching resources that will be used for delivery and assessment of the programme to the Education Manager. These resources must be available before course commencement.

To ensure appropriate resourcing of current courses the Education Managers will seek feedback from Tutor meetings, Staff meetings, Budget meetings, Staff Appraisal meetings, Advisory Committees and student evaluations regarding resourcing

5.1. Programme Resources

5.1.1. The following Programme resources will be made available to students as is appropriate:

- Assessments, Learning Material, and copies of Unit Standards.
- Computer suite
- Tutors and Administrative Staff
- Extra tutor assistance where appropriate.
- Systems for recording of marks and reporting of marks to students.
- Agricultural equipment
- Handbooks
- On line material (where applicable)

5.2. Buildings

5.2.1. A resource plan shall be conducted every 3 years clearly outlining capital work and repair and maintenance requirements for all Education buildings (including Technical workshops)

This plan shall include:

- Surveying all buildings on Taratahi and identify areas for repairs and, or maintenance.
- Prioritize maintenance/repair requirements according to their urgency e.g. needs urgent repair, within next six months and so on.
- Prepare a maintenance plan to ensure firstly that all urgent repairs are completed promptly and then ensure that a rolling 3-5 year maintenance plan is put in place.
- Prior to budget round in September/October discuss capital expenditure requirements with individual units. Capital expenditure should be graded from essential to desirable/useful, and funds will be allocated accordingly.
- Ensure that a similar maintenance schedule is put in place for vehicles/plant and that the same format of liaising with individual units and progress reviews are put in place.
- Discretionary expenditure on repairs and maintenance should also be included in each budget to allow for smaller items.

5.3. Farms

5.3.1. The farming Operations of Taratahi Agricultural Training Centre, being the Dairy Unit, Managrata and other associated Taratahi leased/ managed properties are managed and operated as separate units but have an overall requirement to assist with achieving the educational objectives of the organization.

5.3.2. The two critical objectives of each of the farm units is to provide:

- a facility where students can learn practical skills and applied knowledge
- to provide commercially viable farm units.

5.3.3. The Taratahi Agricultural Training Centre (Wairarapa), Act, 1969 outlines the parameters under which the training farms must operate.

- As a demonstration farm to provide in a practical and efficient manner an object lesson to learners and to farmers in sound, practical, modern profit - earning farming practice, nothing to be done either in the shape of erection of

farm buildings or farming methods which is not within the capacity, financially, of the ordinary farmer.

- For furthering the advancement of practical farming methods generally, thereby assisting to stimulate increased production.
- As a place for training in modern practical farming practice.

5.3.4. To ensure farm management practices are in keeping with modern farming practice and in keeping with the philosophy of the Act Taratahi must maximize farm profitability whilst fulfilling training aims.

5.4. Learning Resources

5.4.1. The Quality Manager has the responsibility to make all learning resources current, relevant and user friendly. Learning resources include electronic and hard copies. Moderation processes shall occur on an annual basis (as per moderation policy) to ensure learning resources and assessments are valid.

5.5. Human Resources

5.5.1. All academic staff shall be subject to staff policy (QMS Policy 11) specifically with regards to staff selection and recruitment, procedures on appointment, probationary periods, staff appraisal, staff development, staff discipline, and conflict of interest

5.5.2. Taratahi shall ensure all tutorial staff are well trained and equipped and continue to undergo professional development.