

Procedure Title	Learner Laptop Loan Scheme
Associated Policy	<ul style="list-style-type: none"> <li>Chapter 7 Supports for Learners</li> </ul>
Version Number	V2
Owner	Education and Training Manager
Adoption Date	06 2022
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Next Review date	09 2024

### Purpose

To set out a step-by-step procedure an applicant is to follow if they wish to borrow a laptop under our loan scheme.

### Scope

All applicants for the scheme

### Steps

- Learners request a Learner Laptop Submission Form from the ETM.
- Learners submit the completed form to the ETM.
- The ETM informs the learner in writing of the decision.
- Administration staff contacts the learner and makes arrangements for the learner to collect the laptop. On collection the learner completes a loan agreement form and submits it to the Administration staff who keeps it on file
- In the event, that the number of applicants exceeds the number of laptops we have available we use specific criteria to prioritise the loan of devices:
  - Attending full time courses.
  - Attending courses with a higher requirement for ICT devices.
  - Amount of course being delivered online.
  - Attendance record.
  - Any additional need that may require them to use a device, for example no access to IT equipment.
- The learner is responsible for maintaining the laptop. If a device is stolen or broken, they must report the incident to administration email: [info@lwl.ie](mailto:info@lwl.ie) or [education.admin@lwl.ie](mailto:education.admin@lwl.ie)

## Supporting Documents

- Learner Laptop Submission Form
- Loan Agreement Form