

Procedure Title	Learner Laptop Loan Scheme
Associated Policy	<ul style="list-style-type: none"> Chapter 7 Supports for Learners
Version Number	V1
Owner	Education and Training Manager
Adoption Date	06 2022
Review Date	06 2023

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.
- The Facilities Manager 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 Facilities Manager 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 Facilities Manager email: info@lwl.ie.

Supporting Documents

- Learner Laptop Submission Form
- Loan Agreement Form