



## REPLACEMENT POLICY

**Aim:** To always provide quality, suitable and appropriate resources to the learners.  
To ensure that resources are up-to-date and provide the learners adequate support for the delivery of their work.

In order to do this, this centre will:

1. Immediate repair of any facility or resource that is damaged.
2. In case the resource is not repairable, will be replaced immediately.
3. Resources for general media will be upgraded annually, unless an earlier upgrade is required, in order to accommodate for new technological changes and ensure up-to-date equipment and software.
4. The College will carry regular inspections of the resources to ensure suitability, and that all resources are in good order, and function correctly.

***This policy will be reviewed every 12 months by the Principal of College***