

## **Wellpark Policy: GM/01**

### **Green Policy**

Category: General Management

Approved by:

Last Approved Revision:

Review Date Scheduled: April 2016

Responsible Officer: College Manager

### **Purpose**

The purpose of this policy is to:

- a) Reduce wasteful use of resources.
- b) Move towards increasing online capabilities in line with: current educational trends; learner feedback and requirements; Wellpark College Strategic Plan.
- c) Reduce impact of our educational/operational undertakings on the environment.
- d) Lead by example for our stakeholders.
- e) Meet NZQA record keeping requirements.
- f) Increase safety and accessibility of data/resources.

### **Application**

This policy applies to:

- a) All Wellpark College staff
- b) Current Wellpark College Students

## **Rights and Responsibilities of Wellpark College**

The College:

- a) Will provide technological support to staff and students

## **The Rights and Responsibilities of Wellpark College Staff**

Wellpark College Staff:

- a) Will not print anything that can be viewed on a screen
- b) Will recycle where possible and turn off lights and all electrical equipment, including but not limited to lamps, computers, printers
- c) Will participate in technological training
- d) Will assist with indentifying and implementing new environmentally healthy practices
- e) Will encourage others to reduce wastes

## **Rights and Responsibilities of Wellpark College Students**

Wellpark College Students:

- a) Will reduce waste where possible
- b) Will not impede the college in attempts to reduce waste
- c) Will ask for technological support where necessary
- d) Will request printing of materials at their own cost where they wish to do so

## **Responsibilities of Wellpark's IT Services**

- a) Ensure that technology is working
- b) Ensure safety and backup of electronic data

## **Definitions**

Definitions associated with this policy include:

- a) Green policy: pertains to undertaking processes and procedures which contribute to saving the world's finite resources and aim for planetary health
- b) Paper waste: printing and use of paper where electronic documents could be used as an alternative
- c) Gardening organically: gardening in such a way as to avoid damage to the earth through use of chemicals and further to contribute actively to healing the earth in a sustainable way

## **Statutory Regulations**

Statutory regulations considered in this policy include:

- a) NZQA registration rules 2013
- b) Privacy Act 1993 and amendments up to 2013

## Procedures

Wellpark College encourages all practices which enhance learner success and reduces waste.

Wellpark College is committed to reducing paper waste as part of this green policy. In order to achieve this we will use our E-resources in the following areas:

1. Provision of student course packs
2. Learning resources such as PowerPoints, handouts and manuals
3. Submission and marking of assignments
4. Timetables
5. Attendance records
6. College Handbooks: Student; Tutor; Library; Prema Clinic
7. Quality Management System
8. Self Assessment activities
9. Meetings: agendas; minutes
10. Communications: emails; reviews; reports

In addition to reducing paper waste, Wellpark College will reduce its impact on the environment by undertaking the following:

1. Recycling paper
2. Composting food scraps and garden waste
3. Gardening organically
4. Encouraging vegetarian foods to be consumed on the premises
5. Educating the community about healthy environmental practices
6. Turning off all lights and electronic devices including computers when not in use
7. Continuing to advocate and educate the community regarding natural health and wellbeing

## Storage of Student Records

1. Records will be electronic where possible and stored indefinitely
2. All paper records will be stored in a locked cabinet in a locked room and archived annually according to Wellpark College Archiving Policy
3. Students enrolment records will be stored electronically in a controlled electronic SMS
4. Assessment will be submitted electronically

## Special Considerations and solutions

- Wellpark will need to invest in new technologies over time – budget to include this factor.
- Staff may need up skilling – Professional development plans to include this factor.
- Some people like to view hard copy materials – there are new capabilities which allow hand writing and highlighting on documentation.
- Some students may not have required technology or internet access – provide computers and internet access in College Library, provide technology support for students through Librarian.

## Documentation

n/a

