



VOCATIONAL TRAINING INSTITUTE

Plan/Procedure Title:	Educational Resources Plan		COE Standard: 5
Review/Revision:	12/2025	Next Scheduled Review/Revision:	12/2027
Annual Budget Allocation:	\$5,000.00	Publication(s): Vocational Training Institute SOP	

Objective/Purpose

Vocational Training Institute's goal is to provide faculty, staff and students with the necessary, relevant and up-to-date educational resources, equipment, and services to meet the learning objectives and desired outcomes of each educational program. Online resources are accessible to all students and educators. Physical resources are provided on campus. All students and educators are provided opportunities to use these resources.

Roles and Responsibilities

Role	Responsibility
Education Director	Meet at least once annually with program instructors and staff to discuss needs for educational resources.
	Coordinate with instructors regarding learning platforms used in the classroom/lab.
	Provide overview of educational resources and services at student orientation.
	Ensure instructors are knowledgeable regarding all learning resources available for use.
	Provide overview of educational resources and services at new instructor and staff orientation.
President	Meets with Ed. Director to ensure proper strategic planning and sufficient budgetary resources.
	Ensure any repairs, maintenance, or replacement of media equipment is taken care of in a timely manner.
Vice President	Maintains a current inventory of educational resources
	Ensure that the educational resources including those in the Learning Resource Center are current.

	Work with IT to maintain proper safety of electronic data related to the LRC and media services library
	Maintains the media services inventory listing and coordinates with the Electronic Media Services Coordinator to ensure the listing is current.
Program Chairs	Remain informed of curricula available for instruction.
	Ensure that all programs have print and non-print instructional media resources to support program objectives.
	Inform President of any needed repairs or replacements to instruction equipment.
	Ensure that all instructional supplies are stocked, available and current in the industry.
Educators	Provide orientation to technology and educational resources used around campus and in classrooms/labs Provide feedback to Education Director of education resources needed; notify Program Chair of any need supplies, equipment, or resources.

Scope and Availability

The Director of Education is responsible for the implementation and coordination of educational materials within each department. This includes initial onboarding orientation to educational resources and identifying appropriate materials, purchasing materials, and implementation of materials into the curriculum. Vocational Training Institute's LRC computer is available for students to access online learning platforms.

Current and Relevant Educational Materials

Each program has a variety of educational resources that support the program objectives, outcomes and learning platforms. At least once annual at an annual all staff in service meeting the educational resources, including instructional equipment and supplies, media resources, technology, facilities, and materials are to be reviewed and evaluated for effectiveness and sufficiency to ensure the resources are current and the achievement of desired student learning and program objectives is maintained, and consist of books of a business, professional, technical, and industrial nature; reference materials, technical magazines and other pertinent periodicals. Programs utilize web-based student and faculty member learning resources available in their career fields. Audio-visual equipment utilized in program areas includes video projectors and computers with internet access. Copy machines/scanners are available in the supply room of the school for instructor use, and students needing reasonable copies may be accommodated.

Orientation to Technology

The orientation process for instructors and students is determined by the program they are associated with. The Education Director ensures educators are knowledgeable regarding the educational resources for their specific program. The educators train the students on how to use the learning management system and discuss with them any other skills required to access the learning resources for the course.

Facilities and Technical Infrastructure

Vocational Training Institute maintains a Learning Resource Center with physical learning resources such as reference materials, periodicals, and a computer that has internet access. A wireless system exists throughout the main campus for educator and student use. An outside contractor is contracted for the designing, setting up, and maintenance of the institution's technology infrastructure.

Annual Budget

Vocational Training Institute has a budget for the purchase, replacement, maintenance, or repair of educational resources.

Follow-Up

- Program Effectiveness

An evaluation of the effectiveness of media services and learning resources will be done through the student survey. The compiled data will be reviewed by the President and Education Director who then will share the data, at least annually, at mandatory in-service meetings for all school personnel, as well as Advisory Council meetings beginning in calendar year 2026.

- Evaluation and Improvement

Suggestions by staff, students, and/or committee members will be used to evaluate and improve the quality of media services and learning resources. Changes will be implemented, when applicable, in an effort to meet accreditation requirements and program objectives.

