POLICY

ELECTRONIC DEVICES IN ATDP TRAINING COURSES
**Introduction:**

Much of the resource material advocates need to access at all levels is subject to change – both legislative and policy. Government is moving to an electronic service delivery model. ATDP’s training and professional development programs rely heavily on on-line delivery. These factors provide irrefutable evidence that advocates must develop strong computer skills if they are to provide excellence in advocacy.

Utilising electronic devices in ATDP’s face-to face learning activities has the potential to provide cost savings and an opportunity to reinforce computer literacy standards amongst advocates.

**Policy:**

Students attending ATDP face to face training activities must bring with them a suitable electronic device such as a laptop or tablet.

**Practice and Procedure:**

1. **Device – minimum requirements:**
   
   (a) **Hardware:**
   
   Laptop, notebook, tablet or similar. Mobile phones are not acceptable.

   (b) **Operating system:**
   
   Windows 8.1 or above (or equivalent)

   (c) **Software:**
   
   - Internet browsing capability
   - WiFi access
   - Flash content access
   - Ability to view .wmv and .mp4 files
   - Ability to read .pdf documents
   - Ability to read, modify and write .doc and .xls files
   - Ability to view PowerPoint presentations
2. **Level of computer literacy:**

   Students must demonstrate a standard of computer literacy necessary to utilize the device, operating system and software to the level required by the training being undertaken.

3. **Certification of computer literacy:**

   In recommending a student for training, the relevant mentor or ESO (as appropriate) must certify that the student has achieved the level of computer literacy required.

4. **Provision of device:**

   ATDP shall not be responsible for the provision of a suitable device as defined in this policy. Such responsibility shall be that of the student or the nominating ESO.

5. **Non compliance:**

   Except as provided elsewhere in this policy, no person shall be admitted to an ATDP training event except in compliance with this policy.

6. **Exemption from policy:**

   No student shall be exempt from this policy except by the approval, in writing, of the relevant Regional Manager. Such exemption is only to be provided in exceptional circumstances and only after consultation with the relevant Regional facilitation/training staff.

7. **Review:**

   Unless directed earlier by CFMG, this policy shall be reviewed by CFMG in 2020.