

**VIRGINIA DEPARTMENT OF EDUCATION  
CAREER AND TECHNICAL EDUCATION**

**EQUIPMENT AND WORK STATION  
DEFINITIONS AND CLARIFICATIONS**

DEFINITIONS

- A. "Equipment" means any instrument, machine, apparatus, or set of articles that meets all of the following criteria:
1. It retains its original shape, appearance, and character with use;
  2. It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance;
  3. It is non-expendable;
  4. Under normal use, it can be expected to serve its principal purpose for at least one year; and
  5. Excludes supplies and materials as defined by the Virginia Department of Planning and Budget's Expenditure Structure, Part II.A 1300, Supplies and Materials, May, 2000.
- B. "Work station" means an area in a classroom/laboratory that includes the necessary environment, instructional and consumable materials and equipment to enable each student to accomplish competencies within a career and technical education course.

CLARIFICATIONS

- C. Students who use computers as the primary device for classroom or laboratory instruction should have access to such equipment on a one-to-one ratio.
- D. Software and/or courseware should be networked or installed on each individual computer.
- E. Use of tool kits/sets for classroom/laboratory use should be provided on a one-to-one ratio.
- F. Equipment, including tool kits/sets used for individual or group instruction should be provided in sufficient numbers to ensure that each student has the opportunity to obtain the essential competencies within an allowed instructional time frame.
- G. "Modular Laboratory" means an environment that is organized such that students rotate among content modules in which all of the instructional materials and equipment are provided, requiring minimal assistance or instruction from the teacher. Modular equipment is usually designed for a maximum of two students per work station.