

FACILITIES, RESOURCES AND EQUIPMENT POLICY & PROCEDURE

Introduction

The Australian Academy of Commerce (AAC) is committed to delivering training and assessment in environments that are safe, accessible, and aligned with the needs of students and industry. This policy ensures that all premises, equipment, and educational resources used in delivery whether physical, digital, or via third-party arrangements are fit-for-purpose, compliant with regulatory requirements, and sufficient for all enrolled cohorts, including domestic and overseas students. The policy aligns with the Standards for RTOs 2025, the Education Services for Overseas Students (ESOS) Framework, and applicable Work Health and Safety legislation, embedding both quality and compliance into the delivery infrastructure of AAC programs.

Purpose

Facilities and resources are critical to enabling students to acquire the skills, knowledge and competencies required to meet the vocational outcomes of each training product. This policy ensures compliance with Standard 1.8 of the Standards for RTOs 2025 and provides a framework for managing the sufficiency, suitability, accessibility, safety and currency of facilities, equipment and learning resources. The purpose of this policy is to ensure AAC provides sufficient, fit-for-purpose, safe, accessible and current facilities, equipment, learning resources and staffing to support quality delivery of each training product on its scope of registration.

Scope

This policy applies to all training delivery locations, facilities, digital platforms, equipment and learning resources used in training and assessment, including those provided by third parties or accessed during work placements (when applicable).

Policy Statement

AAC ensures that all training and assessment facilities, equipment and learning resources are adequate, accessible to students regardless of delivery mode, compliant with WHS and building regulations, and reviewed regularly for relevance to industry standards and emerging technologies.

Definitions

Facilities	The physical or virtual premises where training and assessment occur.
Equipment	Tools, machines, materials or technology used in training and assessment.
Fit-for-purpose	Adequate and appropriate for its intended use, and compliant with relevant regulations
Resources	Learning materials, including books, workbooks, digital content, and assessment tools.

Regulatory and Legislative Requirements

- Disability Standards for Education 2005
- ESOS National Code; Standards 6 & 11
- National Vocational Education and Training Regulator Act 2011
- Standards for RTOs 2025; Quality Area 1 – Training and Assessment, Outcome Standard 1.3 & 1.8
- Work Health and Safety Act 2011

Facilities, Resources & Equipment Procedure

AAC follows a structured process to ensure that facilities, equipment, and learning resources are adequate, safe, current, and accessible to all students, regardless of delivery mode or location. These procedures support the implementation of Standard 1.8 and are designed to maintain consistent quality across all training and assessment environments.

1. Identify Required Resources

For every training product on AAC's scope of registration, the Training and Assessment Strategy (TAS) specifies the required facilities, equipment, and learning and assessment resources. This includes identifying any third-party provision or special requirements for workplace delivery. The Director of Study (VET) and Compliance Officer work collaboratively to ensure that the TAS reflects the actual delivery context and student cohort.

For all CRICOS-listed courses, TAS documentation must specify delivery locations that are approved on the CRICOS register. No delivery may commence at a new site until approved by ASQA and listed on CRICOS.

2. Verify Facilities and Equipment

All training locations, whether owned by AAC or accessed through a third party must be verified for suitability using the Facility Suitability Checklist. This includes checks for WHS compliance, accessibility for students, equipment condition, space adequacy, and alignment with unit level training requirements. Facilities must also meet relevant building codes and safety regulations. These checks are completed prior to first use and reviewed annually.

3. Third-Party Facility Verification

Where training or assessment is delivered through a third-party arrangement, AAC conducts a formal verification of the site before delivery begins. This process ensures that students will have access to all necessary resources and that the environment is fit-for-purpose and safe. A site verification record is maintained alongside the third-party agreement and TAS documentation. Facility checks for CRICOS delivery sites must assess capacity and suitability for overseas student cohorts.

4. Review Learning and Assessment Resources

All learning and assessment resources used by AAC including print, digital, and simulation materials are reviewed annually to ensure they are current, industry-aligned, and meet the requirements of the training product. These reviews are documented in the Learning Resource Currency Review Log and form part of the continuous improvement process. Resources must be mapped to the unit of competency and updated when training package changes occur. Educational resources for overseas

students must be reviewed for digital access compatibility, accessibility for diverse learning needs, and be in sufficient supply.

5. Risk Management for Work Placement

Where training includes work placements or workplace-based learning, AAC conducts a risk assessment to confirm that the host site has the required equipment and provides a safe and supportive learning environment. This assessment includes a review of WHS practices, student supervision, and the availability of tools and resources aligned with the training product. Risks are documented using the Work Placement Risk Assessment Form and mitigated in consultation with the host organisation.

6. Ensure Student Access

Students are provided with timely and equitable access to all required facilities, equipment, and learning resources to support their participation in training and assessment. For remote or online delivery, this includes access to digital learning platforms, simulations, and e-books. Any additional costs related to essential resources are disclosed to students before enrolment. Where required, reasonable adjustments are made to accommodate individual needs without compromising competency outcomes.

7. Notifications to ASQA

Any material change to delivery sites or key resources that affect delivery must be reported to ASQA prior to implementation. Records of notification and ASQA responses must be retained for audit.

Procedure Summary Table

Step	Action	Responsible Person	Timing /Frequency
Identify Required Resources	Document facility, equipment and resource needs in the TAS for each training product.	Director of Studies (VET) / Trainers	During TAS development and annual review
Verify Facilities and Equipment	Use Facility Suitability Checklist to confirm WHS compliance, accessibility, and capacity.	Director of Studies (VET)	Before use and annually
Third-Party Facility Verification	Verify third-party premises and equipment through agreements and site assessments.	Director of Studies (VET)	Before delivery and annually
Review Learning Resources	Confirm resource alignment with training product requirements and student needs.	Director of Studies (VET) / Trainers	Annually or when training products are updated
Risk Management for Work Placement	Conduct pre-placement checks on host workplaces, document equipment and access.	Director of Studies (VET)	Before commencement of placement
Ensure Student Access	Provide equitable access to resources in physical or digital form and advise on costs upfront.	Director of Studies (VET) / Student Services Officer (SSO)	At enrolment and throughout delivery

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Roles and Responsibilities

Role	Responsibility
CEO	Ensures strategic oversight and allocation of resources to support compliant and sufficient facilities, equipment, and learning resources.
Compliance Officer	Monitors adherence to regulatory obligations, maintains CRICOS site registers and facility records, and oversees policy implementation and review cycles.
Directors of Studies (VET)	Oversees TAS development, verifies facility and equipment suitability, manages third-party resource access, and ensures all students—including overseas students—have equitable access.
Trainers and Assessors	Identify learning and equipment needs during TAS planning, report deficiencies, and contribute to the review of teaching and assessment resources.
Student Services Officer (SSO)	Coordinates student access to learning resources, ensures orientation includes resource availability, and facilitates reasonable adjustments where applicable.

Policy Implementation

This policy is distributed to all staff via the document management system and included in onboarding materials for relevant roles. Trainers and assessors are briefed on resource adequacy expectations during induction.

Monitoring and Review

The Compliance Officer oversees continuous review of facilities, resources and equipment. Feedback from students, trainers, and third-party partners is collected and analysed quarterly. Any required actions are documented in the Continuous Improvement Register and addressed.

This policy is reviewed every two years or sooner as required, to ensure ongoing compliance with the Standards for RTOs 2025, the ESOS Act, National Code 2018 and to address changes in student needs, technology or delivery locations.

Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
V1.0	July 2025	New Policy for AAC	CEO	28 July 2025	Compliance Officer	July 2027

Policy and Document Information

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