Facilities, Resources and Equipment System Policy and Procedures

Purpose

This policy outlines the requirements for ensuring that facilities, resources and equipment for each training product are fit for purpose, safe, accessible and sufficient. This is to ensure compliance with the Standard 1.8 of the National Vocational Education and Training Regulator (Outcome Standards for NVR RTOs) Instrument 2025.

Policy Statement

This policy ensures that:

1. AICC identifies and documents all required facilities, equipment, and physical/virtual resources for each training product.
2. Students have equitable and timely access to all necessary facilities, tools, and equipment to undertake and complete their training and assessment effectively.
3. All facilities and equipment used in delivery and assessment are:

    - Safe, compliant with relevant WHS legislation,
    - Maintained regularly,
    - Appropriately located, and
    - Fit for purpose based on the competency being delivered.

4. Where third-party arrangements are in place (e.g., leased workshops), AICC:

    - Conducts due diligence,
    - Enters into formal agreements (MoUs or leases), and
    - Regularly monitors the ongoing suitability and safety of the third-party-provided resources.

5. Risk associated with work-integrated learning or use of external facilities is:

    - Identified through documented WHS risk assessments,
    - Controlled via safety protocols, PPE requirements, and staff supervision,
    - Monitored with clear procedures for incident reporting and corrective actions.

Procedures

1. Identification of Facilities, Resources, and Equipment
    a. AICC Classrooms (Internally Owned or Controlled)
        - ✓ Documented inventory of classroom resources: whiteboards, data projectors, desks, chairs, computers, internet access.
        - ✓ Mapping of classroom equipment to units of competency (e.g., if computers are needed for CAD drawing or theory assessments).
        - ✓ Photos or video walkthroughs of facilities.
        - ✓ Floor plan with allocated training spaces.

    b. Leased Practical Workshops (Third-Party Arrangements)
        - ✓ Signed lease or MoU/Agreement with the workshop provider outlining:

- Location
- Hours of access
- List of equipment available
- Responsibilities of each party (e.g., maintenance, student supervision)
- Workshop equipment list (e.g., tiling benches, cutting tools, safety equipment, materials).
- Resources checklist mapped against training product requirements (e.g., CPC31320 Certificate III in Wall and Floor Tiling).

c. Work Placement Provider (Third-Party Arrangements)
   - ✓ Signed lease or MoU/Agreement with the workshop placement provider outlining:
     - Location
     - Hours of unpaid work placement per week
     - Supervision
     - Obligation of AICC and Work Placement Providers
     - Responsibilities of each party (e.g., maintenance, student supervision)
     - List of equipment available
     - Workshop equipment list (e.g., tiling benches, cutting tools, safety equipment, materials).
     - Resources checklist mapped against training product requirements (e.g., CPC31320 Certificate III in Wall and Floor Tiling).
     - Insurances

2. Suitability and Safety of Facilities, Resources, and Equipment
   a. AICC Classrooms
      - ✓ Regular facility safety inspections (checklist + dates + signatures).
      - ✓ Maintenance logs (e.g., aircon servicing, IT hardware replacement, etc.).
      - ✓ WHS policy and risk assessments for internal facilities.
      - ✓ Student feedback forms on learning environment adequacy.
   b. Leased Practical Workshop location
      - ✓ Third-party site risk assessment conducted before use (include hazards, controls, and risk ratings)
      - ✓ Safety inspection reports (e.g., by the AICC trainer or Compliance Manager).
      - ✓ Emergency procedures and evacuation plan on-site and visible to students.
      - ✓ Induction checklist for students before using the workshop.
   c. Work Placement Provider location
      - ✓ Third-party site risk assessment conducted before use (include hazards, controls, and risk ratings)
      - ✓ Safety inspection reports (e.g., by the AICC trainer or Compliance Manager).
      - ✓ Emergency procedures and evacuation plan on-site and visible to students.
      - ✓ Work Placement Induction and brief for students before commencement of work placement.

3. Risk Management for Work-Integrated Learning (e.g., practical workshop, work placement provider)
   a. Workplace Health and Safety Policy that covers student use of third-party premises.
   b. Pre-placement checklist to ensure the workshop or work placement provider is ready, safe, and equipped before students start practical tasks or/and work placements.
   c. Facilities and Resources Booking and Order of Equipment Plan.
   d. Trainer supervision plan while students are in the practical workshop.
   e. Assessor's visit to students
   f. Incident reporting procedures in case of injury or equipment malfunction.
   g. Training and Assessment Strategy (TAS) clearly referencing the use of the leased workshop and outline the work placement requirement (where applicable) and how risks are managed.
   h. Student induction materials that include:
      - ✓ PPE requirements
      - ✓ Tool handling protocols
      - ✓ Safe work method statements (SWMS)

Please refer to AICC Compliance Checklist – Standard 1.8 (Facilities, Resources and Equipment)

Related Documents

Classroom Sublease Agreement of 01 June 2024
Sublease Auburn Practical Workshop
MoU Work Placement Agreement Template
Work Placement Induction Checklist
Student Work Placement Agreement and Code of Conduct
Host Employer Work Placement Facilities Equipment Checklist
Workplace Supervisors Work Placement Information Booklet
Critical Incident Policy and Procedures
Health and Safety Policy and Associated Procedures
CPC31220 Work Placement Policy and Procedures
Facilities and Equipment Assurance Policy and Procedures
AICC Stocktake Excel Sheet

Approval

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