Facilities and Equipment Assurance Policy and Procedures

Purpose

This policy outlines the commitment of Australia International Construction College (AICC) to provide high-quality, compliant facilities and equipment for the effective delivery of all CPC Training Package qualifications and units, including CPCWHS1001 – Prepare to Work Safely in the Construction Industry.

It ensures that all physical and practical learning environments are appropriately resourced, maintained, and regularly reviewed in line with the requirements of each training product and current industry practices.

Policy Statement

AICC is dedicated to delivering training and assessment in a safe, well-equipped, and industry-relevant environment. This includes both classroom-based learning spaces and our state-of-the-art construction workshop, ensuring all learners have access to the resources necessary to develop practical and theoretical skills aligned to the CPC Training Package.

Our main campus and delivery location is situated at Suite 401, 11–15 Deane Street, Burwood NSW 2134

Our construction workshop for practical training, spanning approximately 660 square metres, is purpose-built for vocational training and is recognised as one of the largest, most professional, and compliant training facilities in the NSW. It provides learners with access to a simulated worksite environment and the use of industry-standard equipment and personal protective equipment (PPE).

AICC ensures that:

- All facilities meet WHS, accessibility, and capacity requirements
- Equipment is maintained in accordance with safety and industry standards
- Learning environments are continuously reviewed for compliance and improvement
- All delivery and assessment activities are fully resourced to meet the Performance Evidence and Assessment Conditions of each unit

For a visual overview of our facilities, please refer to the attached video link https://aicc.edu.au/wp-content/uploads/2023/08/202308_AICC_English.mp4

This policy is designed to:

- Ensure sufficient resources are available for all learners during training and assessment.
- Support the RTO in self-assuring compliance with training package resource requirements.
- Establish a system to monitor, review, and update resources and facilities regularly to ensure industry relevance and currency.

Scope

This policy applies to all staff involved in the delivery and assessment of the CPC training package and covers:

- Training facilities (classrooms, construction workshop)
- Equipment and tools (PPE, construction tools, site documentation)
- Learning technologies (LMS, digital resources)

Procedures

Resource Planning and Allocation

- Prior to course commencement (4 week prior to commencement of each study term), the Academic Manager will send the AICC Workshop Reservation Form to all trainer/assessor. The trainer/assessor can also access the form at the SharePoint folder at any time. The Workshop Reservation Form will consist of all future booking of the construction workshop required for practical training in accordance with the unit of competency and also allow the trainer/assessor to order new training materials/supplies.
- The Trainer and Assessor must submit 1 week prior to commencement of each study term.
- The Academic Manager will also discuss with the Operations Manager and trainer/assessor to:
  - Review the unit requirements and resource mapping tools
  - Verify that facilities can accommodate the enrolled number of learners
  - Ensure access to required equipment, including PPE, safety signage, site documents, and RTO Manager and Moodle platform
  - Maintain trainer-to-learner ratios as per training product recommendations and industry best practice
- The Academic Manager will confirm the booking and purchase of equipment and materials (if they are insufficient) within 2 working days.
- The Academic Manager and the Operations Manager will finalise the delivery schedule/timetable and send to CEO or/and designate Compliance Manager for approval.

Facility and Equipment

- An Equipment and Material list will be checked and completed before each course delivery. The list will confirm:
  - Availability and condition of physical training rooms or delivery tools
  - Functionality of required equipment (e.g., PPE, safety gear, whiteboards, projectors)
  - Access to construction workshop if required for practical training and assessment

Self-Assurance and Compliance Verification

- Academic and Compliance Manager will use a Resource Mapping Matrix aligned to each CPC unit's requirements to self-assure that:
  - Facilities and equipment meet the Performance Evidence and Assessment Conditions of the unit
  - All learners have equal and sufficient access to these resources
- Documentation will be retained for audit purposes, including images of the training setup, equipment inventories, and facility layouts

Monitoring and Continuous Improvement

- Each student assessment booklet that involves practical training in the construction workshop includes a preparation form/checklist specific to the unit of competency. This checklist ensures that all required physical facilities and equipment have been inspected and deemed serviceable prior to use.
- At the conclusion of each training session, learners and trainers complete a 'Clean-Up' form. This form is used to document the post-session condition of the facilities and equipment, ensuring ongoing maintenance, safety, and readiness for future use.
- Trainers/Assessors can also provide feedback to the Academic Manager or/and Operations Manager at any time via phone call, emails, and fill up the Workshop Reservation Forms to order resupplies if required.
- Facilities and equipment will be reviewed:
  - Quarterly by the Academic Manager and Operations Manager
  - Annually through internal validation and industry consultation
- All Feedback will become part of the continuous improvement actions, including upgrades or

replacements of outdated tools and facilities

Non-Compliance or Deficiency Management

- If a deficiency is identified (e.g., damaged PPE, broken tools, insufficient seating), the Operations Manager is to order new resupplies before the commencement of the next training activities took place.
- As a rule, AICC normally stock surplus of PPE and Tools so that they will not compromise the quality of the training.
- All trainer/assessor are aware that no training will take place for insufficient amount of equipment in stock.
- All non-compliances are recorded in the Non-Conformance Register, with a corrective action plan implemented within 5 working days

Roles and Responsibilities

Role	Responsibility
Students/Learner	Update and check the equipment for use in preparation check as part of the assessment booklet and also document the condition and quantity in the “Clean-up” Form.
Trainer/Assessor	Conduct pre-delivery checks; report issues; use resources as per TAS
Academic Manager	Monitor and oversee the workshop booking, review new resupplies order with Operations Manager, Trainer and Assessor, oversee resource assurance; maintain documentation; approve upgrades
Compliance Manager	Align resources with training product; manage self-assurance reviews and update the non-compliance register
Operations Manager	Maintain physical infrastructure; log equipment inspections and repairs, order resupplies

Document Control

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