Australian Leading Institute of Technology

RTO Code: 45156

CRICOS Code: 03981M

No.4.1.1: Educational Resources and Equipment Policy

Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	ESOS National Code 2018 – Standard: 6.1.5; 11.2.5; Standards for RTOs 2015 – Standard: 1.3(c); 1.6(a); 2.4;
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

Purpose

This policy has been developed to ensure that all ALIT staff understands the system for review, evaluation, development and management of educational resources.

The purpose of this policy is to define the system for the continuing, ongoing maintenance and review of educational equipment.

Set the standard for the provision of appropriate facilities to provide quality training and assessment for all students.

Objective

ALIT will ensure that the educational resources and equipment are available to each student.

Scope

This policy will apply to all current students, staff and other ALIT stakeholders.

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Procedures

	Description	Responsibility
1.	**<u>Purchase of Resources</u>** • The CEO chooses the appropriate resources to purchase based on curriculum requirements and Trainer recommendations. The CEO also maintains regular contact with publishers via appointments, newsletters and at conferences. • New resources are introduced to teaching staff during staff meetings and other professional development activities. • The purchase of new resources must be approved by the PEO. • All resources should reflect current industry standards and be appropriate and relevant. • Once purchased, all resources should be recorded by the CEO on the Resources Register. • All the purchased resources will be reviewed by the Trainer and CEO.	Trainers/Teachers CEO
2	**<u>Storage</u>** • Educational resources are stored on locked bookshelves in staff areas. Books are organised according to course and level. Trainer reference materials are stored in a separate area. • New resources are clearly labelled; books are catalogued and added to the Resource Register by the ALIT administration.	Trainers/Teachers CEO

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	There is a stock take of the resource inventory every six months. • Staff are encouraged to ensure that resources that are borrowed are returned in good condition and in a timely manner.	
3	**<u>Trainer Developed Resources</u>** • ALIT trainers are required to research course content and produce at least two original pieces of material every quarter to contribute to the continuous improvement of courses at ALIT. • Trainers are to present their individually developed resources to staff in staff meetings as part of their professional development. • All material developed by ALIT staff is a property of ALIT • When teachers create a word-processed worksheet to use in class, a copy together with session plan, placed into the relevant folder. There are folders for each level and multi-level folder for computer lessons, video lessons, excursions, etc. These folders are clearly labelled and can be found in the staff resource area. Each document should have the version control. • Soft copies of the original material should also be stored. • When teachers create materials that need laminating, such as flash cards, they must seek approval from management to laminate.	Trainers/Teachers CEO

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4	**Evaluation and Review** • The CEO is responsible for the review and evaluation of educational resources. • Evaluation is undertaken annually. Refer to *Evaluation and Review* of Courses. • The review of materials occurs regularly through the means of discussion in staff meetings, emails, professional development sessions etc.	Trainers/Teachers CEO
5	**Maintenance and Storage of Equipment** • Equipment used in teaching can include any of the following: CD players, TVs, tape recorders, DVD players, computers, overhead projectors, data projectors. • Damaged equipment should be immediately reported to the CEO. • Borrowing of equipment must be done via the Administration Staff and a booking form must be completed. • All equipment must be returned by the agreed deadline. • All equipment must be labelled with "Property of ALIT". • Movement of equipment must be in accordance with OHS/WHS practices.	Trainers/Teachers CEO

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6	**Copyright**
	
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		Trainers/Teachers
		Compliance Manager

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7	**Facilities** • Ownership or tenancy arrangements that allow for educational use and to be leased for a sufficient period to allow students to complete their studies • All training courses offered by ALIT should also have a timetable developed including identification of the classrooms, workshops, laboratories or other specialised facilities identified in accordance with the requirements of the training package. • The class sizes are appropriate, and the teacher-to-student ratios do not exceed 1:20 per class. • All classrooms and other physical locations must be approved for educational use by the local authority and have a Class 9B (or equivalent) certificate issued. • All facilities should be regularly inspected to ensure compliance with Occupation Health and Safety requirements in general and any other safety standards as set by the individual training package or regulator for specialised facilities.	Trainers/Teachers CEO
8	**Safety** ALIT will review the student safety, including the access and departure from premises when they are operating after 6pm, or on weekends, or with facilities that are located in industrial areas or remote from built up areas or further than 500 metres from regular scheduled public transport, or with substantial gardens and car parking areas nearby.	Trainers/Teachers CEO

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9	**Equipment and Learning Resources** In line with the requirements of the training package, the equipment and resources must be sufficient to support quality learning and assessment for the number of students in any class or group at the time of instruction or assessment. This should include but is not limited to: •Classroom basics – desks, chairs, whiteboard, data projects and or other audio-visual equipment •Learning materials - text books, workbooks, training resources and quality up to date support material •Practical facilities – workbenches, safety equipment including protective clothing, quality resources and material or raw products to work with as appropriate. •First Aid equipment - immediate access to and knowledge on how to access emergency support if required.	Trainers/Teachers CEO
10	**Library resources** • Library facilities must be provided to enable student's access to material supplementary to that provided in class (or their required purchased text books) so that they can do the research required as a part of their course, Physical facilities together with appropriate management of library resources and a clear lending policy that is documented for student to avail them of.	Trainers/Teachers CEO

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	• Provision of internet enabled computer workstations for the student to conduct on line research. These may or may not be co-located within the library. • Facilities to print and copy material in line with copyright legislation. Notice in the copy area of copyright requirements; contact the Australian Copyright Council for the latest information.	
11	**<u>Procurement of Resources</u>** • Staff must forward the Requisition for the purchase of resources form with the reason for procurement to the Coordinator/ CEO for approval. • The staff will further take the approved form to PEO for authorising and processing the request. • PEO approves and the request is processed; the staff is notified of the delivery date of the required resources	Trainers/Teachers CEO PEO
12	**<u>Review of resources</u>** All resources should be reviewed periodically. We need specified timelines for review, reviewed to ensure: •Currency in line with the training package requirements •Completeness in terms of number of sets and complete sets as appropriate •Safety – any items that may become dangerous – meets OHS/WHS requirements	Trainers/Teachers CEO

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	•Due for replacement based on Asset Register (this applies to capital good) The items should be actively reviewed during validation and moderation and any course review process.	
13	**<u>Notice of change</u>** When new premises are to be designated as campuses and or a new head office whether it is a replacement or in addition to current facilities, ALIT will: • Notify ASQA or its successor of any change using the ASQAnet to update both National Training Information Service (NTIS) and Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registrations by giving at least 20 working days' notice. • All affected students will also be notified giving 20 working days' notice by one or more the following: 1. Notices posted prominently on all notice boards in common areas and or classroom as appropriate 2. Emailing affected students to their registered email address 3. Letter to the affected student to their registered home address.	Trainers/Teachers CEO

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