

FACILITIES, RESOURCES AND EQUIPMENT POLICY & PROCEDURE

Introduction

The Kings Own International College (KOIC) 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 KOIC 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 KOIC 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

KOIC 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.

Training facilities, equipment and learning resources must support equitable student participation and should consider accessibility needs wherever reasonably practicable.

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

KOIC 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 KOIC'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.

In addition to the TAS documenting required resources, trainers and the RTO Manager must complete the Resources & Equipment Inventory for each training product. This inventory provides a detailed itemised list of all facilities, equipment, consumables and learning resources required for training and assessment. The inventory is attached to the TAS as supporting evidence

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 KOIC 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.

Verification includes completing both the Facility Suitability Checklist (WHS, accessibility, space) and the Resources & Equipment Checklist (availability, condition, sufficiency of equipment and consumables). These checklists must be signed by the RTO Manager and retained in the compliance register.

Checklists are re-verified at the commencement of each delivery block or term, and consumables are checked before use. Evidence (e.g., receipts, photos, video, signed supervisor confirmation) must be recorded in the "Evidence" column of the checklist. The completed documents are stored in the RTO's quality management system.

3. Use of Resources & Equipment Checklist and Inventory

To ensure both point-in-time compliance and ongoing monitoring, RTOName requires the use of two complementary tools: the Resources & Equipment Checklist and the Resources & Equipment Inventory. The Checklist must be completed and signed off prior to the commencement of each delivery cycle and attached to the relevant Training and Assessment Strategy (TAS) as evidence that all required facilities, resources, equipment, and consumables are available and sufficient. The Inventory operates as a running log to track the condition, location,

and currency of all items across delivery periods. It is updated at least once per term, or whenever items are added, replaced, or retired. Together, these documents demonstrate that RTOName maintains facilities and resources that are fit-for-purpose, safe, accessible, and aligned to the TAS, in line with Standard 1.8 of the Standards for RTOs 2025 and Standard 11.2 of the National Code 2018.

4. Third-Party Facility Verification

Where training or assessment is delivered through a third-party arrangement, KOIC 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.

5. Review Learning and Assessment Resources

All learning and assessment resources used by KOIC 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.

6. Risk Management for Work Placement

Where training includes work placements or workplace-based learning, KOIC 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.

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7. 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.

8. 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	Tools/Forms	Timeframe
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
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
NOTE: For each training product, the Resources & Equipment Checklist must be completed and attached to the TAS before delivery commences. The Resources & Equipment Inventory must be maintained as a running log and updated at least once per term. Together these documents provide evidence of sufficiency, safety and alignment with TAS requirements.			

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 KOIC	CEO	28 July 2025	Compliance Officer	July 2027
V1.1	Apr 2026	Re-brand of policy to KOIC. Added Paragraph 3 under Procedure Section 8 to include information on use of Resources & Equipment Checklist and Inventory requirement that Training facilities, equipment	CEO	1 Apr 2026	Compliance Officer	Apr 2028

		and learning resources must support equitable student participation and should consider accessibility needs wherever reasonably practicable. Added DEWR Guidance				
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Policy and Document Information

Author:	Compliance Officer
Policy owner:	Compliance Officer
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