

# Facilities and Resources Policy and Procedures

## Policy

1. This policy supports the Standards for Registered Training Organisations (RTOs) 2015 – Standard 1 and Standard 11.2.5 of the ESOS National Code 2018 and Standards P5 and P7 of the ELICOS Standards 2018.
2. The College has, for all of its scope of registration, and consistent with its training and assessment strategies, sufficient:
  - a. educational and support services to meet the needs of the learner cohort/s undertaking the training and assessment;
  - b. learning resources to enable learners to meet the requirements for each unit of competency, and which are accessible to the learner regardless of location or mode of delivery; and
  - c. facilities, whether physical or virtual, and equipment to accommodate and support the number of learners undertaking the training and assessment.
3. The College has adequate staff and education resources, including facilities, equipment, learning and library resources and premises as are needed to deliver the course to the overseas students enrolled with the College.
4. The College, as an ELICOS provider has access to educational resources that:
  - a. are sufficient to provide for each student at every stage of their course, as appropriate
  - b. are appropriate for the type and level of course offered
  - c. include access to a range of multimedia, as appropriate
  - d. enable varied learning activities and teaching methodologies
  - e. are developed for classroom and individual student use and address specific student needs and course learning outcomes
  - f. reflect new developments in TESOL theory and practice and changes in course offerings and student profiles.
5. The College, as an ELICOS provider, has educational facilities with sufficient equipment and support resources for the number of enrolled students, including:
  - a. educational and computer technologies that support:
    - i. classroom teaching and learning activities;
    - ii. independent student practice, study and research; and
    - iii. teacher study, research and preparation.
  - b. material that is catalogued and presented for easy access, where the College makes material available for access or independent study
  - c. equipment and resources to facilitate independent study (for example, study areas or wi-fi access).
6. The College, as an ELICOS provider, gives teachers access to reference resources that reflect contemporary knowledge of the theory and practice of TESOL, in its own facilities or through easily accessible jointly managed facilities.
7. The College, as an ELICOS provider, ensures that students are safe and have access to facilities that support their education, including where:
  - a. the College utilises areas within their facility for ELICOS classes that may also be used for other purposes
  - b. facilities are accessed by people not associated with the College's operations.
8. The College, as an ELICOS provider, designates areas of its premises sufficient in size to support quality delivery of its ELICOS courses, including:

- a. rooms and equipment that are fit for purpose and proportionate or appropriate to the number of students and course syllabus
  - b. teacher staffrooms
  - c. student recreation areas
  - d. private study areas or areas for related activities, such as a library or resource centre
  - e. storage areas
  - f. offices for the management of the ELICOS provider and for the confidential counselling of students.
9. The CEO is responsible for the implementation of the policy and procedures and to ensure that staff are aware of its application and implement its requirements.

## Procedures

1. It is the responsibility of CEO to ensure that the College's facilities and resources meet the requirements of the relevant government regulations and standards.
2. The College maintains a supply of sufficient ELICOS educational resources by providing most updated relevant books, audio/ video resources, subscriptions of EAL and TESOL related topic, etc.
3. To ensure that students are safe and have access to facilities that support their education the college, anyone visiting the college (except staff and students) must report to the college's reception when they arrive.
4. The CEO, together with the relevant staff and trainers/ assessors, reviews the College's facilities and resources yearly and if there are any changes in government regulations and standards to ensure that the College meets the relevant requirements.

### Resources for VET Courses

- The CEO is to ensure the Student Support team collects evidence of availability for each unit in each VET course to ensure the college has sufficient facilities and equipment. This is done by using a List of Resources for each relevant course.

## Library Borrowing Procedures

### Students Must:

1. Go to the Student Services Department to request to use the Library resources and present Student ID
2. Check out or obtain proper authorisation before removing library materials, equipment, or property from library facilities.
3. Refrain from deliberately misplacing library materials to prevent or limit access by others.
4. Return library materials on or before the due date or upon request by the Student Services department.
5. Handle library materials gently, such that they are not mutilated, defaced, or damaged.
6. Observe applicable intellectual property and copyright laws and electronic resource licenses

### Student Services:

1. Will check Student ID and allow the use of the Library facility
2. Will advise students of the due date for any library resources borrowed and log the details into a library excel spreadsheet
3. Will call students if the library resources are overdue for longer than 1 week.

### **Self-Assurance Activities**

1. The Compliance Management Committee will be responsible for regularly reviewing our facilities and resources, and ensuring they meet the required standards.
2. The Compliance Management Committee is to evaluate the college's facilities and resources at least once a year to ensure that the set up of the college's premises will comply with Standard P7.3 of the ELICOS Standards 2018 at all times including by permanently allocating the relevant designated areas to comply with Standard P7.3 of the ELICOS Standards 2018.
3. The college will engage the relevant stakeholders including by seeking feedback from staff and students to better understand their needs and incorporate their suggestions into our facilities and resources planning and improvement.