ATQ COLLEGE

Facilities, Resources and Equipment (Resourcing)
Policy and Procedure

Version 2

Reviewed on:

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Coverage
Outcome Standards for NVR Registered Training Organisations 2025
Quality Area 1 – Training and Assessment
Division 4-   Facilities, Resources and Equipment
Standard 1.8

Overview

ATQ College systematically implements strategies frame- worked through written policy and procedure and operationalised through written forms, templates and manuals to ensure that VET students are provided with fit-for-purpose, safe, accessible and sufficient- facilities , resources and equipment (resourcing) that are needed for the quality training of each training product

Where the continuous implementation, review and improvement of these strategies is based on a review of performance indicators to ensure the continuance of the provision of fit-for-purpose, safe, accessible and sufficient- facilities, resources and equipment (resourcing)

Where the implementation of this policy and procedure forms part of the ATQ College quality management system which is based on principles including a strong customer focus, the active involvement of management, a process-oriented approach and a commitment to continuous improvement

Definitions

mode of delivery means the methods adopted by an NVR registered training organisation to deliver training and assessment to VET students.

services means:
training and assessment;

training support services (but excludes counselling, mediation, and information and communication technology services); and

any activities related to the recruitment of VET students including marketing, enrolment, induction, or the collection of fees.

training product means an AQF qualification, a skill set, a unit of competency, accredited short course or module.

training support services means services and resources designed to support and skill VET students to meet training product requirements and complete the training product in which they are enrolled.

Policy

The training products and services provided by ATQ College is 'quality' based that both engages and enables students to attain nationally recognised industry relevant competencies

This is competency based training and assessment, where each of the components of every course is a "unit of competency".

To undertake this training and assessment ATQ College provides fit-for-purpose, safe, accessible and sufficient- facilities , resources and equipment that are needed for the quality training of each training product at all training locations including work based and work placement

As detailed in the course TAS and course outlines for each course ATQ College policy ensures that documented strategies and procedures are in place and implemented to identify, manage and mitigate all risks associated with any student at any training location using facilities, resources and equipment. With a risk focus on higher risk locations such as work based, work placement or other community based learning as part of their training

ATQ College provides quality training to its students for all Courses. This includes but not limited to:

Strong customer focus

ATQ College provides fit-for-purpose, safe, accessible and sufficient- facilities, resources and equipment that are needed for the quality training of each training product at all training locations including work based and work placement

Ensuring resources are tailored to learner needs, accessible, and safe.

Ensuring continuity and relevance, maintained through safety systems, feedback loops, and industry engagement.

Ensuring inclusivity, through thoughtful scheduling, adaptive options, and equal access

The active involvement of management

Ensuring the management and administration of a financially solvent, compliant and evolving vocational education facility, products and services for the continued provision of required resources, facilities and equipment

Ensuring self-assurance, risk management, and governance oversight to ensure that all provided resources, facilities and equipment are fit for purpose, safe, accessible and sufficient

Ensuring the provision of all required and suitable resources, facilities and equipment to deliver all Courses on its Scope of Registration. This includes access to a sufficient number of qualified trainers and assessors, relevant training rooms, learning aids, machinery, tools, workplaces or simulated workplace environments that appropriately reflect a workplace that a student is likely to work in once qualified.

Ensuring accessibility of all training facilities, resources and equipment to students regardless of their location or mode of delivery.

Ensuring there are sufficient numbers of skilled trainers and assessors who are appropriately qualified and experienced in line with the Standards and the ATQ College's Skilled Trainers and Assessors Policy and Procedures, who are able to deliver the Courses on the ATQ College's scope to the number of students enrolled with the ATQ College.

Process-oriented approach

Ensuring that every stage of planning, using, checking and improving facilities , resources and equipment (i.e. resourcing) is guided by documented processes that are transparent, consistent, and responsive to learner and industry needs

Where this includes: – Plan–Do–Check–Act

Commitment to continuous improvement

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Systematic collection of stakeholder feedback and analysis at different stages of the resourcing process

Scheduling Collating, analysing, reporting and implementation of continuous improvement

Involving regular scheduled self-assurance, audits, and stakeholder feedback into resourcing provision and usage. Where extra process attention is placed on high-risk areas such as new qualifications, third-party delivery, and online modes and ensuring flexibility in the case of new contingencies, industry and stakeholder changes or emergencies

Procedure /Process: Plan–Do–Check–Act (PDCA)

The 2025 RTO Standards place a strong emphasis on self-assurance and continuous improvement.

ATQ College management understands that RTOs are expected to:

- Plan: design structured industry-relevant resourcing strategies.

- Implement (Do): deliver training in line with those strategies.

- Evaluate (Check): review student and industry feedback, and compliance data as related to resourcing and any incidents or risks

- Improve (Act): take corrective and improvement actions, then document and embed them in current and future strategies

Plan

1. **TAS and Training principles**

Prior to the start of training a detailed TAS is designed and reviewed in relation to the provision of fit-for-purpose, safe, accessible and sufficient resourcing

This includes coverage for all students in all training locations and training modes

Management identifies the facilities, resources and equipment required to deliver the training product, including how it identifies which facilities, resources and equipment will be provided by itself and third parties

Whether facilities, resources and equipment are provided by ATQ College or third parties – management ensures:

i. that the facilities, resources and equipment are, and will continue to be suitable and safe for use by VET students;

ii. that VET students have access to the facilities, resources and equipment they need to participate in the training and assessment relevant to the training product

Management and trainers review each TAS to ensure that resourcing has industry relevance, learner-centeredness, outcome focus, transparency, continuous improvement, trainer currency, sufficiency and accessibility

2. **Resourcing arrangements**

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Prior to the start of training management, administration and trainers review and implement the training arrangements as identified in the TAS – including all facilities, equipment, resources required for on-campus, simulated, work integrated and self directed learning

For work based, work placement and community based training management ensures that written agreements rte in place identifying party responsibilities in relation to resourcing. Site visits are undertaken to sight the provision of required resourcing by third parties as required under written agreement

For self directed learning management ensures that students are provided with information covering the type of resourcing that the student is responsible to provide along with indications of costs

3. **Resourcing Strategies developed through consultation with industry , employer and community representatives**

ATQ College engages effectively with industry on each of the Courses it develops and/or delivers and uses industry feedback and input to contribute to the provision of appropriate and sufficient resourcing requirements

Trainers and assessors are provided with the Training and Assessment Strategy for each Course they train and/or assess to ensure they are aware of resourcing availability and compliance with the requirements

4. **Resourcing documentation**

Resourcing documentation is developed for all units of competency in each course. These documents include:

- Mapping documents showing how resourcing relate to the requirements of the unit of competency
- Trainer and Student Learning materials includes resource availability and accessibility
- Safety guidelines, manufacturer's instructions, operation instructions and emergency procedures are provided to trainers and students are made aware of these requirements

Do

- Resourcing as per the training and assessment strategy is provided as planned.
- Training and assessment is undertaken using resources sessions according to the planned strategy
- Learners have equal access to all resources
- Learners are provided with structured practice, guidance, and feedback opportunities

Check

- Record , monitor and review the usage of resourcing
- Review resourcing as contributing and facilitating student active participation and involvement

– Review complaints, appeals, incidents, submissions, feedback relative to resourcing e.g. accidents, incidents, fit-for-purpose, availability, sufficiency i.e. has documented strategies and procedures in place to identify and manage risks associated with VET students using facilities, resources and equipment when using resources either on-campus or undertaking work-integrated learning, work placements, or other community-based learning as part of their learning.

– Review changes to industry and employer requirements, training package and unit changes, cohort changes which might and or do require changes to resourcing

Act

– Implement structured resourcing continuous improvement

– take corrective or improvement actions based on what was learned in the Check stage

– Make changes to resourcing strategies and support systems based on evidence.

– Where something worked well, make it the **new standard practice** across trainers, locations, or delivery modes

– Fix and mitigate weaknesses or risks identified in the Check stage

– Keep a clear record of what actions were taken, why, and the outcomes expected

– Feed lessons learned back into the next planning cycle so training continually evolves

Work Based, Work placements and/or community based training

Where a student is required to attend Work based, Work Placement or community based training ATQ College will:

– Ensure a Work place Agreement is in place prior to commencement of the training outlining: roles and responsibilities of all parties including any facilities, equipment or resources (which may include workplace supervision) required to be provided by the host workplace.

On-line training Resourcing

Where on-line training is used especially when practical skills are required—management will ensure the provision of suitable on-line learning platforms and software to ensure students can demonstrate competency safely and effectively to unit and industry standards

Simulated Training Environment

Where simulated training is used especially when practical skills are required—management will ensure the provision of suitable resourcing to ensure students can demonstrate competency safely and effectively to unit and industry standards

Self Directed Learning

For self directed learning management ensures that students are provided with information covering the type of resourcing that the student is responsible to provide along with indications of costs.