



PP6 – Facilities and Equipment Policy

1. Purpose

This policy ensures that all facilities, resources, and equipment used in training and assessment are fit-for-purpose, safe, accessible, and sufficient to support quality learning outcomes. It also ensures Austra College systematically manages third-party arrangements and aligns with policies.

2. Scope

This policy applies to:

- All qualifications and skill sets on Austra College's scope of registration
- All Austra College-controlled and third-party learning environments
- All physical, digital and specialist equipment used in training and assessment
- All VET students engaged in classroom, simulated, workplace-based delivery

3. Definitions

Term	Definition
Facilities	Physical spaces used for training and assessment (e.g. classrooms, labs, workshops).
Resources	Learning and assessment tools such as student workbooks, texts, digital materials, and software.
Equipment	Tools, machinery or technology used in delivering practical components of training.
Third Party	An external individual or organisation delivering part of the training or providing resources/facilities on behalf of Austra College.
Work-Integrated Learning	Structured training that occurs in a real or simulated workplace
Resources Register	A live document maintained by RTO Manager listing all required facilities, equipment, and learning resources per training product.

4. Legislative Reference

- Standards for RTOs 2025 – Outcome Standard 1.8
- National Vocational Education and Training Regulator Act 2011
- Work Health and Safety Act 2011 (Cth)
- Training package and unit requirements via www.training.gov.au

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Training Package Implementation Guides (TPIGs)

5. Policy Statement

Austra College is committed to ensuring that:

-  Every training product is supported by adequate and compliant facilities, resources, and equipment.
-  Students have equal and timely access to all tools required to meet training outcomes.
-  Third-party arrangements are documented and quality monitored.
-  Facilities and equipment are suitable, maintained, and regularly reviewed for safety and functionality.
-  All data is captured in the Resources Register and linked to each Training and Assessment Strategy (TAS).

6. Procedure – Step by Step

Step	Action	Responsible
1	Identify required facilities, resources and equipment for each unit using Training Package Implementation Guides (TPIGs) and training.gov.au	RTO Manager
2	Create and maintain a Resources Register outlining required resources per training product	RTO Manager
3	Before each unit commences, review the register and check that: (a) all resources are available; (b) resources are safe and functional; and (c) quantities are sufficient for current student numbers (d) any licensing is required.	Trainer/ Assessor
4	If resources are missing, broken, or insufficient, notify RTO Manager immediately.	Trainer/ Assessor
5	Classify each resource in the register as provided by Austra College or through a third party.	RTO Manager
6	Draft, review or renew Third-Party Agreements if third-party provision is involved.	RTO Manager
7	Conduct scheduled WHS inspections and accessibility audits of facilities and equipment.	RTO Manager
8	Confirm student access to all required tools and technologies, including adjustments for LLND or disability needs	Trainer/ Student Support Officer
9	Implement corrective or preventive actions based on audits or staff/student feedback	RTO Manager
10	Ensure Resources Register is kept current and copies are referenced in each TAS	RTO Manager
11	Log changes and actions in the Continuous Improvement Register	RTO Manager

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12	Conduct a full annual review of the Resources Register, including validation against updated training package requirements	RTO Manager
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Lease and Agreement Management Procedure

Step	Action	Responsible	Frequency
1	Maintain a central register of all facility leases, MOUs, and service agreements, including expiry and review dates.	RTO Manager	Ongoing
2	Monitor lease expiry dates and ensure a review commences no later than 90 days before the lease expires.	CEO	90 days before expiry
3	Initiate discussion with property owner or service provider to negotiate renewal, extension, or transition arrangements.	CEO	As required
4	Ensure all new or renewed agreements are signed, current, and legally compliant before the expiry of the previous agreement.	CEO	Before current agreement expires
5	File the signed lease/MOU in the Facilities Compliance Folder, and update the Lease Register.	Admin Officer	Immediately after signing
6	Conduct an annual review to ensure all agreements are valid, stored securely, and available for audit.	RTO Manager	Annually

7. Compliance Indicators

Performance Indicator	How Austra College Demonstrates Compliance
1.8(1) – Resources are fit-for-purpose, safe, accessible and sufficient	Pre-delivery checks, student feedback logs, WHS audits
1.8(2)(a) – How required facilities/resources are identified	Resources Register, Training Package analysis, TAS alignment
1.8(2)(b)(i) – Ongoing suitability and safety	Equipment logs, maintenance records, safety checklists
1.8(2)(b)(ii) – Student access	Trainer planning checklists, orientation logs, access timetables

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8. Related Documents

-  Training and Assessment Strategy (TAS) Template
-  Resources Register Template
-  Third-Party Agreement Template (Sample)
-  WHS Audit Checklist
-  Student Access and Orientation Log
-  Equipment Maintenance Log
-  Continuous Improvement Register

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9. Flow Chart

Facilities and Equipment Process



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