Draft Practice Guide

Facilities, resources, and equipment

Ver 1.0
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Outcome Standards for Registered Training Organisations

Quality Area 1 – Training and Assessment

What are the key concepts?

The following key concepts are covered in this practice guide:

Standard 1.8
• Suitability of facilities, resources and equipment • Access and safety • Work placements

Achieving these Standards in practice

The following table lists examples of activities that may demonstrate compliance with the Standards, as well as risks to avoid. These examples are <u>not</u> a complete list of every activity or risk, nor do all the activities listed need to be completed to satisfy compliance requirements. Rather, they are a guide and should be considered within the context, size, scale and student cohorts of your RTO's operations.

Standard 1.8: Facilities, resources and equipment for each training product are fit-for-purpose, safe, accessible and sufficient.	
Performance indicators	**Example activities and considerations for compliance**

The RTO demonstrates:
a. how it identifies the facilities, resources and equipment required to deliver the training product, including which of these will be provided by the RTO or third parties
b. where facilities, resources and equipment are provided by the RTO or third parties, how it ensures:
   i. the ongoing suitability and safety of the facilities, resources and
	• You can identify the facilities, resources and equipment required to deliver training and assessment for each course you have on scope.
	• You can demonstrate ownership and/or leasing arrangements of facilities and appropriate student access to these facilities.
	• You can demonstrate the systems you have in place to monitor and assure the ongoing suitability and safety of facilities, resources and equipment, including where third parties provide these. For example, you ensure that:
	   o facilities comply with any relevant Commonwealth, State or local government health and safety requirements and building codes
	   o facilities are large enough for your student cohort(s) and contain suitable and sufficient amenities (such as toilets and disability access)

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equipment for the VET Student cohort

 ii. that VET Students have access to the resources and equipment they need to participate in the training and assessment

c. where training involves work-integrated learning, work placements, or other community-based learning, strategies are in place to manage any risks associated with these facilities, resources and equipment.

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- o resources and equipment are suitable for the number of students accessing it
- o resources and equipment used in training and assessment align with all specifications set out in the training product
- o resources and equipment are contemporary and relevant to current industry practice, including any emerging technologies
- o facilities are adaptable and can support people with additional needs.

- You can demonstrate how you approach making reasonable adjustments to facilities, resources and/or equipment as required for students with a disability; while still ensuring the requirements of the training product will be met.
- You can demonstrate that students are made aware prior to enrolment of indicative costs they will incur for resources and equipment.
- You can demonstrate how the strategies you use to inform the design and use of simulated environments for training and assessment reflect real-world settings. For example, by ensuring there is input from current industry experts.
- You can demonstrate your commitment to work health and safety in your training environment(s) – for example by ensuring:
  - o facilities and equipment are well maintained
  - o safety risks or hazards are identified and addressed
  - o students receive guidance and instruction prior to using equipment that may pose a risk to safety
  - o any incidents involving facilities, resources and equipment are investigated and corrective measures are put in place to prevent recurrence.
- You can demonstrate the specific strategies you use to manage risks associated with work placement facilities, resources and equipment - for example how you:
  - o engage with employers to understand potential risks to students, collaboratively identify strategies for mitigating those risks, and agree on roles and responsibilities for putting these strategies in place
  - o manage concerns raised by students, staff or employers during work placements.

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Known risks to quality outcomes

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- Maximising student enrolment numbers without considering the availability of facilities, resources or equipment including suitable placements, or capacity to support and assess students while on placement.
- Having poor quality facilities, equipment and resources that do not enable students to sufficiently gain required skills and prepare for the workforce.
- Not considering the sufficiency of facilities, resources and equipment required to deliver the training product when delivered via online learning. For example, over-reliance on simulated work environments, virtual supervisor observations or students digitally recording their work activities, where training and assessment of practical skills in an online environment may not translate to real-world capabilities.
- Offering poor quality work placements that do not sufficiently prepare students for the workforce. For

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	example, not confirming with work placement employers that they will ensure students are given adequate time and opportunity to practice/demonstrate all skills required during their placement.
	• Not sufficiently servicing your regional/ rural/ remote locations to ensure that students there have access to appropriate facilities and work placements.
	• Not including third party's facilities, resources and equipment when self-assuring against this standard, including work health and safety.
	• Delivering training using resources and/or equipment that is outdated and no longer in use by industry.

Self-assurance questions

1	Do the training product requirements include specific facilities, resources or equipment?
2	What other factors influence the facilities, resources and equipment required? For example, how has industry, employer, community, staff and student feedback influenced the facilities, resources and equipment to be used?
3	How do students access the facilities, resources and equipment? Do all students have equitable access?
4	What risks are associated with the facilities, resources and equipment and how are these risks proactively managed, including by your third parties, to ensure the safety of students and staff at all times?
5	Are there any specific risks associated with facilities, resources or equipment used for work-integrated learning, work placements or other community-based learning? If so, how are these being managed?