Learning Resources and Facilities Policy

Purpose

1.1   Safeguard Training & Services commit to providing participants equitable access to all required learning materials, facilities, equipment and resources so that no student is disadvantaged regardless of their mode of study or location.

Scope

1.2   This policy relates to Safeguard Training & Services Pty Ltd RTO 90987, its trainers and assessors and employed staff. It includes any third party providing services on behalf of the RTO, including their trainers and assessors and administration staff. It also covers students of the RTO and third party providers.

Policy Statement

1.3   Safeguard Training & Services will ensure that for every training product on its scope of registration, it will have sufficient facilities, whether physical or virtual, and equipment to accommodate and support the number of students undertaking training and assessment.

1.4   Safeguard Training & Services will ensure that every third party training provider delivering training and assessment on behalf of Safeguard Training & Services will have sufficient facilities, whether physical or virtual, and equipment to accommodate and support the number of students undertaking training and assessment with that provider.

1.5   Safeguard Training & Services monitor the resources and equipment held and used by third party providers in the following ways:

a.   Photographic evidence of equipment held relevant to approved course types. Evidence is maintained in the third party partner's Training Desk profile and updated regularly by the third party as part of their obligation under the signed Third Party Agreement;

b.   Compliance monitoring of student survey questionnaire results and feedback comments relevant to equipment and resources used at a course;

c.   Compliance spot checks of inventory and equipment held by a third party or approved

trainer and recorded in Training Desk;

    d.   Monitoring of signed Student Acknowledgement and Declarations that they have completed all practical assessment tasks using the equipment listed for that course type.

Learning resources and assessment materials:

1.6   Safeguard Training & Services have a dedicated course development team who manage all learning resources and assessment materials and ensure all learning and assessment resources are developed or purchased for each training product on our scope of registration in a timely manner.

1.7   Third parties delivering training and assessment on behalf of Safeguard Training & Services are provided with all learning and assessment materials and resources for each course type they are approved to delivery and must access and only always use the current version materials. The Training Desk system effectively monitors and identifies incorrect assessment paperwork or versions used for each course type.

1.8   Third parties delivering training and assessment on behalf of Safeguard Training & Services are able to contextualise and add to the learning materials if required so as to meet the specific requirements of a workplace, client or industry area.

1.9   Third parties cannot manipulate or make any amendments to assessment materials. Feedback for improvement or rectification must be communicated by providing feedback to course development through partner support requests.

1.10   Safeguard Training & Services course development will be responsible for the development, improvement, or rectification of course content including learning materials, assessment tools and answer guides resulting from:

- Product development
- Industry consultation and feedback
- Validation and moderation activities

1.11   Feedback for continuous improvement is received through validation outcomes, trainer and third party support requests, industry or legislative changes, training package updates, surveys or general feedback from staff, training and assessment staff or students.

1.12   Feedback will be reviewed as part of our continuous improvement process to enhance the strength of learning resources and delivery methods as well as monitoring and amending any identified weaknesses.

Facilities and equipment:

1.13   Safeguard Training & Services will ensure that clients and students have access to sufficient facilities and equipment required to accommodate the number of students and provide effective completion of training and assessment.

1.14 Third party providers and their associated trainers are required to upload and maintain photographic evidence of their training equipment inventory into their Training Desk profile. This is reviewed and monitored by the third party compliance team.

1.15 Prior to delivery of a course, the following requirements must be in place:

- Course equipment and resources must be available to both the trainer and the student; and
- A Venue Risk Assessment and WHS Form completed and submitted with course evidence.

1.16 Where the workplace or third party cannot provide access to the equipment or resources required for the purposes of training and assessment, Safeguard Training & Services has sufficient equipment to address any such gaps in consultation with the third party, employer and student.

2. Responsibilities

2.1 The General Manager Services and/or the General Manager Regulatory Compliance is responsible for the handling of monitoring activities under this policy and will be responsible to keep the CEO informed throughout the process.

Compliance, monitoring and review

2.2 The General Manager of Regulatory Compliance is responsible for implementing, reviewing, monitoring, and ensuring compliance with this policy.

Reporting

2.3 No additional reporting is required.

Records management

2.4 Employees must maintain all records in Training Desk relevant to administering this policy securely.

Definitions

Terms and definitions

Venue – Training venue or facility where a course has been conducted

Risk Assessment - Risk assessment is a process of identifying and evaluating potential risks or hazards associated with a particular activity, product, or service. The purpose of risk assessment is to identify potential risks, evaluate the likelihood and severity of those risks, and determine the appropriate measures to minimize or eliminate them.

Equipment used for competency based assessments – These are assessments that involve using specialized equipment to measure specific skills or abilities required to meet the requirements of a unit of competency or skill set.

Related Legislation & Documents

Standards for Registered Training Organisations (RTOs) 2015

National Vocational Education and Training Regulator Act 2011