

# EDUCATIONAL RESOURCES AND EQUIPMENT POLICY

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### 1.13. Educational Resources and Equipment Policy

#### Policy Content

Aspect	Details
Regulator	Australian Skills Quality Authority (ASQA)
Standards Referenced	
Legislation / Requirements	

#### Purpose

This policy ensures that the RTO maintains a reliable, well-managed system for the acquisition, storage, evaluation, and ongoing maintenance of educational resources and equipment to support the delivery and assessment of training. It affirms the RTO's commitment to providing students and staff with access to suitable facilities, learning tools, and environments that meet regulatory and industry standards.

#### Policy Statement

The RTO is committed to maintaining high standards in the provision and upkeep of educational resources, including physical and digital learning materials, training equipment, and facilities. All resources must:

- Align with the requirements of the training product being delivered.
- Be current, safe, and industry relevant.
- Be readily accessible to students throughout their learning and assessment.
- Be subject to periodic review and updates.
- Comply with copyright and intellectual property regulations.
- Support inclusive, safe, and effective learning environments.

#### Objectives

The objectives of this policy are to:

- **Ensure that all enrolled students have equitable access to the necessary resources and equipment required for successful learning and assessment.**
- **Maintain systems that guarantee resources are current, sufficient, and compliant with the relevant training package requirements.**
- **Establish procedures for the procurement, storage, usage, maintenance, and replacement of educational equipment.**
- **Promote continuous improvement in the development and review of learning and assessment resources.**

### Scope

**This policy applies to all staff involved in training delivery, assessment, and resource management, as well as all students enrolled in training programs offered by the RTO.**

### Procedures

#### 1.13.1. Acquisition and Approval of Resources

- **Trainers identify resource needs based on course requirements and submit requisitions to the RTO Manager.**
- **The RTO Manager reviews recommendations in line with training product packaging rules and current industry practices.**
- **All resource purchase requests require approval from the Principal Executive Officer (PEO) before procurement.**
- **Once approved, resources are recorded in the Resources Register and catalogued for access.**

#### 1.13.2. Storage and Inventory Management

- **Physical resources are stored securely in designated resource areas or locked storage cabinets.**
- **Items are clearly labelled and arranged by course or unit for ease of access.**
- **A stocktake of educational resources is conducted every six months, with updates reflected in the Resource Register.**
- **Trainers are responsible for returning borrowed materials in good condition and within the required timeframes.**

### 1.13.3. Trainer-Created Materials

- Trainers are expected to develop at least two original learning resources per quarter, contributing to the RTO's continuous improvement.
- All developed materials are submitted with session plans and version-controlled.
- Hard copies are filed in appropriate folders by level/topic; soft copies are stored on the RTO's secure server.
- All trainer-created materials are the intellectual property of the RTO.

### 1.13.4. Resource Evaluation and Review

- The RTO Manager ensures all resources are reviewed annually for relevance, currency, and alignment with the training package.
- Evaluation input is gathered through staff meetings, validation sessions, and professional development forums.
- Feedback from trainers and students is considered in the review process, and outdated resources are replaced or upgraded accordingly.

### 1.13.5. Equipment Usage and Maintenance

- Equipment includes but is not limited to AV tools, computers, projectors, and technical tools related to training delivery.
- Damaged or malfunctioning equipment must be reported to the RTO Manager immediately.
- A formal booking process is in place for borrowing equipment; items must be returned on time and in working order.
- All equipment is labelled "Property of the RTO" and managed in accordance with WHS/OHS protocols.

### 1.13.6. Copyright Compliance

- All trainers and staff must comply with the Copyright Act 1968 and the Statutory Educational License provisions.
- Permitted reproduction includes:
  - Up to 10% or one chapter of a book
  - One journal article, or more if related to the same topic

- Whole of an artwork accompanying text or music
- Trainers must not exceed these limits unless expressly permitted under license.
- Signage outlining copyright obligations is displayed in printing and copying areas.

#### 1.13.7. Facility Standards

- All premises used for training must be owned or leased with valid educational usage rights and tenancy agreements.
- Training rooms, workshops, labs, and specialised facilities must be timetabled and match the training package requirements.
- Class sizes must not exceed a trainer-to-student ratio of 1:18.
- All premises must hold a Class 9B certificate and be compliant with local council regulations.
- Safety inspections are conducted regularly to meet OHS/WHS standards.

#### 1.13.8. Safety in Access and Location

- The RTO reviews site access and safety, especially for evening/weekend classes or facilities in remote or industrial areas.
- Risk assessments include lighting, access paths, and availability of public transport.
- Measures are implemented to ensure student safety, including signage, escort protocols, and contact options for emergency assistance.

#### 1.13.9. Minimum Equipment and Learning Resource Standards

- The RTO ensures all classes are equipped with:
  - Adequate desks, chairs, and whiteboards
  - Audio-visual equipment such as data projectors
  - Up-to-date learning materials and training resources
  - First Aid kits and staff trained in emergency response
- Practical resources must meet training package specifications for quality and quantity.

#### 1.13.10. Library and Research Access

- A physical or virtual library must be accessible with supplementary materials to support student research and learning.
- Students must have access to internet-connected workstations.
- Photocopying and printing are made available with clear copyright notices.
- A documented library lending policy is in place and available to students.

#### 1.13.11. Resource Procurement Process

- Staff initiate procurement by completing a Requisition Form explaining the need.
- Forms are submitted to the Coordinator or RTO Manager for review.
- Upon approval, requests are sent to the PEO for final authorisation.
- Staff are informed of delivery timelines once the purchase is processed.

#### 1.13.12. Scheduled Resource Review

- All resources are reviewed periodically and during validation and moderation cycles.
- Reviews ensure:
  - Currency with training package requirements
  - Sufficient quantity and completeness
  - OHS/WHS compliance
  - Timely replacement of assets per the Asset Register
- Any gaps identified trigger an immediate improvement or replacement action.

#### 1.13.13. Notification of Premises Change

- The RTO must provide 20 working days' notice to ASQA via ASQAnet for any new campus or head office change.
- Students affected by the change are informed via:
  - Notices posted on campus

- Emails to registered addresses
- Postal letters where required
- Facility changes are not enacted until all compliance requirements are met.

### Roles and Responsibilities

Role	Responsibilities
<b>Chief Executive Officer / PEO</b>	<ul style="list-style-type: none"> <li>- Approves procurement of educational resources and equipment</li> <li>- Ensures facilities meet legislative and regulatory requirements</li> <li>- Oversees overall compliance with facility and resource standards</li> </ul>
<b>RTO Manager</b>	<ul style="list-style-type: none"> <li>- Maintains the Resources Register and oversees stocktakes</li> <li>- Reviews and approves new educational materials and trainer-developed resources</li> <li>- Ensures regular evaluation, maintenance, and replacement of resources and equipment</li> <li>- Oversees OHS/WHS compliance in relation to equipment and facilities- Manages communication with ASQA regarding facility changes</li> </ul>
<b>Coordinators</b>	<ul style="list-style-type: none"> <li>- Assist in evaluation and review of resources and equipment</li> <li>- Support staff in procurement processes</li> <li>- Monitor facility usage and safety standards compliance</li> </ul>
<b>Trainers/Teachers</b>	<ul style="list-style-type: none"> <li>- Identify and recommend suitable educational resources</li> <li>- Develop and contribute original training materials</li> <li>- Properly store, label, and catalogue resources</li> </ul>

	<ul style="list-style-type: none"> <li>- Maintain and use equipment safely and report any faults</li> <li>- Follow copyright compliance requirements</li> </ul>
<b>Compliance Manager</b>	<ul style="list-style-type: none"> <li>- Monitors adherence to copyright laws and Statutory Educational License provisions</li> <li>- Supports trainers with copyright awareness and guidelines</li> <li>- Ensures up-to-date documentation is in place for audits and validations</li> </ul>
<b>Administration Staff</b>	<ul style="list-style-type: none"> <li>- Catalogue new resources and update the Resource Register</li> <li>- Manage borrowing records and returns of equipment</li> <li>- Support stocktakes and procurement documentation</li> <li>- Maintain booking systems for shared equipment</li> </ul>
<b>IT/Facilities Support (if applicable)</b>	<ul style="list-style-type: none"> <li>- Ensure the functionality and security of digital equipment</li> <li>- Respond to maintenance requests and ensure equipment labelling and safety</li> <li>- Assist with installation or relocation of resources and devices</li> </ul>

### Confidentiality and Privacy

- All information related to procurement, use, review, and maintenance of educational resources is handled in line with the *Privacy Act 1988* and relevant confidentiality protocols of the RTO.
- Any personal data collected as part of resource usage (e.g., access logs, usage tracking, borrowing records) is secured and accessible only by authorised personnel.

- Discussions relating to facility changes, staff-developed content, or equipment usage that may contain sensitive operational details are kept confidential within management and compliance meetings.
- All staff are required to acknowledge their obligation to maintain confidentiality during induction and at annual compliance briefings.
- Intellectual property and original materials created by staff are treated as organisational assets and protected under internal confidentiality and IP ownership policies.

### Continuous Improvement

- All educational resources, equipment, and facilities are reviewed annually as part of the RTO's formal Evaluation and Review of Courses process.
- Trainers provide feedback on the suitability and effectiveness of resources via staff meetings, feedback forms, and course validation sessions.
- Students are encouraged to provide feedback on resources through course evaluations and surveys.
- Issues identified during delivery, audits, validation, or moderation are logged in the Continuous Improvement Register and addressed in line with the Continuous Improvement Policy.
- The RTO Manager and Compliance Manager collaborate to ensure all findings lead to documented actions and updates to procurement or facility planning as needed.

### Retention of Records

The RTO will ensure that all documentation related to the acquisition, maintenance, review, and usage of educational resources and equipment is retained in accordance with regulatory requirements and operational needs. Retention periods are as follows:

- Student-related educational resource records (e.g., usage logs or records linked to delivery and assessment): retained for a minimum of two (2) years from the date the student completes or withdraws from the course, in accordance with the Standards for RTOs 2025.
- Operational records such as procurement forms, resource registers, maintenance logs, facility inspection reports, and asset management

**documents: retained for a minimum of five (5) years, or longer where required by applicable legislation or audit obligations.**

- **Training and assessment resource development files including trainer-created materials and validation records: retained for a minimum of seven (7) years as part of the RTO's continuous improvement and compliance assurance processes.**

**All records must be securely stored in the RTO's designated digital or physical document management system, with access limited to authorised personnel only. Disposal of expired records must be conducted in accordance with the RTO's Record Management and Disposal Procedure.**