

FACILITIES, RESOURCES AND EQUIPMENT POLICY

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Standards	ASQA OS 1.8 WHS Act 2011 (NSW) Disability Discrimination Act 1992 2025 Standards for RTOs	Effective Date	1 July 2025
Document Owner	RTO Manager	Review Date	1 July 2026
Approved By	Director of Operations	Status	✓ Active — Current
Applies To	RTO Manager, Director of Operations, All Trainers, All Delivery Locations	Document Title	Facilities, Resources and Equipment Policy

Ver	Date	Author	Changes	Approved By
1.0	1 Jul 2025	RTO Manager	Initial policy — OS 1.8; WHS Act 2011 (NSW); covers Bankstown and Lidcombe delivery locations	Director of Operations

1. Purpose and Scope

Wyatt Education Group is committed to providing facilities, resources, and equipment that are fit-for-purpose, safe, accessible, and sufficient for the delivery of each training product on its scope of registration. This policy governs all physical delivery locations, equipment, learning resources, and digital infrastructure used in the delivery of nationally recognised training and assessment.

This policy applies to all delivery locations operated by Wyatt, all trainers and assessors using Wyatt facilities, and all equipment and resources used in training and assessment delivery. It applies equally to resources used for face-to-face, blended, and online delivery.

2. Delivery Locations

Location	Address	Training Products	Facilities
Bankstown Campus (Primary)	Level 2, 47 Rickard Rd Bankstown NSW 2200 Train: Bankstown Station (5 min walk)	BSB50120 Diploma of Business BSB60420 Advanced Diploma Leadership & Management CPC50320 Diploma of Building & Construction (Management)	Classrooms, computer workstations, AV equipment, student common area, student services office, accessible lift access, accessible amenities
Lidcombe Workshop (Trade Delivery)	Lidcombe NSW (Exact address available on enrolment) Train: Lidcombe Station — direct from Central, Parramatta, Bankstown	CPC31320 Certificate III in Wall and Floor Tiling	Purpose-built tiling workshop with industry-standard tools, materials, and workspace; dedicated practical assessment bays; safety equipment; first aid facilities

CRICOS Registration: Both delivery locations are registered on Wyatt's CRICOS entry. Any change to a delivery location — including the addition of a new location or cessation of delivery at an existing location — must be notified to ASQA and updated on CRICOS before the change takes effect. Delivery at unregistered locations by international students is a breach of the ESOS Act 2000.

3. Fitness for Purpose — OS 1.8

All facilities, resources, and equipment must be fit-for-purpose for each training product delivered. "Fit-for-purpose" means appropriate for the learning outcomes, assessment methods, student cohort, and delivery mode — not merely available or functional.

3.1 Classroom and Learning Facilities

- Sufficient seating and workspace for the maximum student numbers at each location
- Appropriate audio-visual equipment — projector or large display screen, whiteboard, speakers
- Reliable internet access for all students and trainers during delivery sessions
- Adequate lighting, ventilation, and temperature control appropriate for the duration of sessions
- Accessible to students with disability in accordance with the Disability Discrimination Act 1992 and Building Code of Australia

- First aid kit available and maintained at each location; at least one staff member holding a current First Aid certificate
- Emergency evacuation procedures posted at each location; emergency exits clearly marked

3.2 Tiling Workshop — CPC31320 Specific

The Lidcombe tiling workshop must reflect current industry practice and provide students with hands-on experience using tools, materials, and techniques representative of the Australian tiling industry. Required workshop resources include:

- **Tools:** Wall and floor tile cutters (manual and electric), tile saws, grout floats, notched trowels (appropriate sizes), spirit levels, rubber mallets, tile spacers
- **Materials:** Range of tile types (ceramic, porcelain, natural stone, mosaic), adhesives, grouts, waterproofing compounds, primers, and substrates for practical assessment
- **Surfaces:** Practical assessment bays with appropriate substrate surfaces — floor and wall substrates in a range of conditions reflective of real-world installation scenarios
- **Safety equipment:** PPE available for all students including safety glasses, knee pads, dust masks, gloves; emergency eyewash station; first aid kit
- **Waste management:** Appropriate waste disposal for tile off-cuts and chemical waste in compliance with NSW EPA requirements
- **Storage:** Secure storage for tools and materials between sessions

3.3 Learning Resources

- Current, accurate learning and assessment materials aligned to the training package requirements for each qualification
- Resources reflect current industry standards, legislation, and practice — updated when training packages are updated or when industry requirements change
- Assessment tools reviewed prior to use to confirm consistency with the principles of assessment and rules of evidence (OS 1.3, 1.4)
- Reasonable adjustments to resources available for students with disability or access needs (see WEG-POL-RAP-001)
- Resources in plain English appropriate for the reading levels of the student cohort; supplementary materials available where required

3.4 Digital Infrastructure and Learning Management System

Wyatt uses **Accelerate LMS** as its primary learning management system for student enrolment, attendance recording, assessment submission, and student communication.

- LMS access is provided to all enrolled students at commencement of training
- LMS is maintained and updated to ensure reliability, security, and accessibility throughout delivery
- Student training records, assessment submissions, and attendance records are stored and backed up within the LMS
- Trainers and assessors have access to all training and assessment materials via the LMS
- Students with limited digital literacy are provided with orientation to the LMS at enrolment

- For CRICOS students: attendance records maintained in the LMS support PRISMS reporting obligations under ESOS Act s.19

4. Safety and Accessibility

4.1 Work Health and Safety

Legal Obligation: Wyatt Education Group is a Person Conducting a Business or Undertaking (PCBU) under the Work Health and Safety Act 2011 (NSW). Wyatt has a primary duty of care to ensure the health and safety of workers and other persons at its premises, including students, to the extent reasonably practicable.

- WHS risk assessments conducted for all delivery locations and updated when facilities, equipment, or delivery methods change
- All equipment maintained in safe working order — regular inspection and maintenance schedule maintained
- At the Lidcombe workshop: specific WHS risk assessment for tiling tools and materials; Chemical Safety Data Sheets (SDS) available for all chemicals used
- Hazard and incident reporting procedures in place at all locations; all incidents reported and investigated
- Students receive safety induction at the start of training, including emergency procedures, hazard reporting, and equipment safety
- Students are not permitted to use equipment or materials without appropriate supervision and induction

4.2 Accessibility

- Bankstown Campus (Level 2): lift access available for students with mobility impairment; accessible amenities on Level 2
- All delivery locations assessed for accessibility prior to use and upon any change to the student cohort
- Where a facility is not fully accessible for a specific student's needs, reasonable adjustments are made — including alternative delivery arrangements where required (see WEG-POL-RAP-001)
- Students with disability or access needs are encouraged to disclose requirements at enrolment so arrangements can be made in advance

5. Review and Maintenance

Activity	Frequency	Responsible	Evidence
Facilities inspection — Bankstown Campus	Quarterly	RTO Manager	Inspection checklist; maintenance log
Tiling workshop inspection — Lidcombe	Before each cohort	Tiling Trainer	Workshop readiness checklist; tool inspection log
Equipment maintenance — tiling tools	After each cohort	Tiling Trainer	Equipment maintenance record

Activity	Frequency	Responsible	Evidence
Learning resources review — alignment to training packages	Annually; and when training package updated	RTO Manager	Resource review record; version control on materials
Digital infrastructure and LMS availability	Ongoing monitoring	RTO Manager	LMS uptime records; issue log
WHS risk assessments	Annually; and when facilities or equipment change	Director of Operations	Risk assessment records; action plans
Accessibility review	Annually; and when new student cohort enrolled	RTO Manager	Accessibility review record
CRICOS location registration review	Annually; before any location change	Director of Operations	CRICOS register check; ASQA notification if changes required

6. Sufficiency Assessment

Before each new cohort commences, the RTO Manager confirms that facilities, resources, and equipment are sufficient for the number of students enrolled and the delivery requirements of the training product. Sufficiency assessment considers:

- Student numbers relative to classroom capacity and workspace availability
- Availability of enough tools and materials for all students to actively participate in practical activities simultaneously
- Access to the LMS and digital resources for all enrolled students
- Trainer-to-student ratios appropriate for the delivery mode and safety requirements
- Any additional requirements arising from reasonable adjustment plans for students with disability

Continuous Improvement: Any facility or resource gap identified through delivery, student feedback, trainer feedback, or WHS inspection is logged in the Continuous Improvement Register (WEG-POL-CIP-001) and actioned before the next cohort commences. Resource improvement is a standing agenda item at governance meetings.

Related Policies: WEG-POL-ASS-001 (Assessment) | WEG-POL-VAL-001 (Validation) | WEG-POL-CIP-001 (Continuous Improvement) | WEG-POL-RAP-001 (Reasonable Adjustment) | WEG-POL-CRI-001 (Critical Incident — including WHS emergencies)

Acknowledgement of Country

Wyatt Education Group acknowledges the Traditional Owners and Custodians of Country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the Elders past, present and emerging.