



# EDUCATIONAL RESOURCES & EQUIPMENT POLICY AND PROCEDURE

## 1. Policy Context

This policy establishes the framework through which Alice Springs College of Australia ensures that appropriate educational resources and equipment are available to support the delivery of training and assessment.

The policy supports compliance with:

- Standards for Registered Training Organisations (RTOs) 2025
- training package and accredited course requirements
- competency-based training expectations
- workplace simulation requirements
- quality assurance and governance obligations

Adequate resources and equipment are essential to ensure learners can develop and demonstrate the skills and knowledge required for competency.

## 2. Purpose

Alice Springs College of Australia recognises that access to suitable learning resources, facilities and equipment is fundamental to effective training delivery and learner success.

The purpose of this policy is to ensure that:

- learners have access to resources necessary to participate in training and assessment
- training environments reflect industry practices and expectations
- equipment supports development of practical skills
- delivery is consistent with training package requirements
- resource planning supports quality outcomes

Educational resources support both learning and competency demonstration.

## 3. Scope

This policy applies to all resources and equipment used in training and assessment delivery, including:

- learning materials and course resources
- training facilities and classrooms
- simulated work environments
- specialist tools and equipment
- digital learning platforms and technologies
- workplace resources used in practical training

It applies to staff, trainers, assessors and learners.

## 4. Policy Statement

ASCA is committed to ensuring that training and assessment are supported by appropriate educational resources and equipment that reflect current industry practice and training requirements.

Resources must be sufficient, accessible and suitable for the delivery of each training product. The organisation maintains processes for identifying, developing, maintaining and reviewing resources to ensure they remain relevant and effective.



## 5. Provision of Learning Resources

ASCA provides learning resources that support learner engagement, understanding and skill development.

Resources may include training materials, learner guides, digital content, assessment tools and reference materials.

Learning resources are designed to align with competency requirements and support a range of learning needs.

## 6. Equipment and Facilities

Equipment used in training supports the development of practical skills and workplace readiness.

Facilities and equipment must:

- reflect industry environments where possible
- enable safe and effective training delivery
- support assessment activities
- be maintained in working condition

Where workplace or simulated environments are used, they must allow learners to demonstrate competency in realistic conditions.

## 7. Digital Learning and Technology

ASCA utilises digital platforms and technology to support learning, communication and assessment.

Technology must be reliable, accessible and appropriate for the training context.

Digital systems support learner engagement, delivery flexibility and access to learning resources.

## 8. Accessibility and Equity

Educational resources and equipment are provided in a manner that supports equitable access to training.

Where learners require additional support, reasonable adjustments may be made to facilitate participation.

Access considerations include learning needs, disability support and resource availability.

## 9. Maintenance and Review

Resources and equipment are reviewed periodically to ensure they remain current, safe and suitable for training delivery.

Review may consider:

- industry changes
- trainer feedback
- learner feedback
- training product updates
- technology advancements

Improvements are implemented where required.

## 10. Staff Responsibilities

Trainers and assessors are responsible for ensuring that resources used in delivery are appropriate, current and aligned with training requirements.



Staff must report issues relating to resource availability, suitability or equipment functionality.

## 11. Learner Responsibilities

Learners are expected to use educational resources and equipment responsibly and in accordance with safety and organisational expectations.

Respectful use supports access for all learners.

## 12. Continuous Improvement

Resource effectiveness is monitored through feedback, training outcomes and quality assurance processes.

Findings inform improvements to resource provision, equipment upgrades and delivery practices.

## 13. Documentation and Recordkeeping

ASCA maintains records relating to:

- resource planning
- equipment maintenance
- upgrades and improvements
- resource reviews

Records support compliance and planning.

## 14. Governance and Compliance

Provision of educational resources forms part of ASCA's governance framework and is monitored through internal review and compliance processes.

Management oversight ensures alignment with training requirements and organisational standards.

## 15. Publication

This policy is made available to staff and learners through institutional systems and forms part of academic governance documentation.

## 16. Review

This policy will be reviewed annually or following regulatory updates, training product changes or operational improvements.



**VERSION CONTROL**

Policy Name:	<b>EDUCATIONAL RESOURCES &amp; EQUIPMENT POLICY AND PROCEDURE</b>		
Policy Owner:	CEO/ Alice Springs College of Australia Pty Ltd		
Effective Date:	06/02/2026	Next Review Date:	06/02/2027
Version	Date	Description of Changes	Approved By
V1.0	30/01/2022	Initial document creation in accordance with applicable RTO compliance requirements	CEO
V1.1	06/02/2026	<ul style="list-style-type: none"> <li>• Reviewed and updated to align with the RTO Standards 2025 (ASQA requirements)</li> <li>• Reformatted to meet ASCA documentation requirements</li> <li>• Updated official letterhead</li> <li>• Updated Northern Territory Campus Address</li> </ul>	CEO