



# Facilities, Resources and Infrastructure Policy

## Purpose

The purpose of this Policy is to establish a shared understanding of Facilities, Resources, and Infrastructure support in the context of Victorian School of Commerce (VSC). This policy sets out how VSC will ensure that its Facilities, Resources and Infrastructure are appropriately planned, maintained, reviewed and improved for its higher education courses so that they fully support the learning experience of the students and the working environment for the staff.

## Scope

The policy applies to all the operations of VSC in the provision of higher education and to all staff, Board and Committee members who are responsible for these operations.

## Policy

For the provision of high-quality training and education of students, appropriate facilities and resources are required. Academic progression and completion rates and graduate satisfaction are all related to infrastructure provision. VSC is committed to providing an enriching learning environment that is supported by Facilities, Resources and Infrastructure that is appropriate to the student's learning and assessment needs.

VSC has well maintained facilities, resources and infrastructure that are appropriate in scope and quality for the achievement of organisation goals and objectives. VSC will ensure that resources and facilities are not only adequate for staff and students but also meet the Higher Education Standards Framework (Threshold Standards) 2021 requirements. Facilities, including placements that are competed externally must be fit for educational purposes and must also be able to accommodate the numbers of students and staff (including projected enrolments) who will be using them.

Learning resources and IT must be appropriate to the level of study and have ready and secure access. These must all be up to date with current industry developments, and be acceptable in the relevant field of study. (Also see *Library Policy*). All students and staff must have equal access to the resources (See *Equity and Diversity Policy*).

## Facilities

VSC's campus is located at 219-221 Sydney Road Coburg VIC 3058.

VSC premise provides a teaching and learning environment that is appropriately designed and equipped to support the range of courses and student support services offered. VSC ensures that students are safe and have access to facilities that support their education and that the premises comply with all relevant legislation and regulations.

The facilities available at this campus are:

- 5 training rooms/classrooms for face-to-face teaching
- Classrooms have tables and chairs for students
- All classrooms equipped with projectors, whiteboards and screens



- Computer laboratory
- 2 meeting rooms
- Offices for Staff
- Printed Learning Resources
- Kitchen for students and staff
- Breakout area
- Toilet

## Resources

VSC has adequate IT infrastructure and software to support student learning in its courses of study, including a website with current content and ensures that students and personnel have ready access to online information and resources. The following resources and IT structure are provided by VSC for its staff and students:

- Once enrolled all students have access to Microsoft Office
- Staff and students have access to computers and necessary software
- A printer facility is available for staff and students with a monthly limit
- The Learning resource system is via Moodle
- Access to all type of leaning materials
- Library Resources both on campus and online are available for students (See *Library Policy*)

## Human Resources

VSC is concerned with the highest quality of training and learning for its students and ensures that there is appropriate and qualified staff for their education. VSC staff are committed to helping students achieve the learning outcomes and meet the graduate attributes required and so VSC will ensure that:

- staff have the appropriate qualifications and meet the requirements of the Australian Qualifications Framework for the course in which they are involved
- Sufficient staff will be engaged for all students enrolled
- staff will be available or able to be called on for mentoring and assisting students who have special needs or with a disability
- administrative staff numbers are appropriate for the number of students, and that these staff have the skills and training needed for their responses to students
- students have regular times for access to staff to assist them in their learning

## Students Support Services

VSC will ensure the provision of educational support resources that anticipate the needs of the student population. All 'on campus' students are required to attend an Orientation Program prior to commencement of their studies to assist with the transition to VSC. This program encompasses a range of educational, course planning, health and safety and social information sessions.

Support programs and resources are accessible through the VSC website and were permissible, around the campus. In addition to these, VSC can also assist students who require further



development of their English language proficiency by referring them to English language proficiency support officer.

The related policies listed below will demonstrate how VSC will achieve these objectives.

## Related policy instruments

*Acceptable Use of Resources Policy*

*Admissions Policy*

*Code of Conduct*

*Critical Incident Management and Business Continuity Policy*

*Equity and Diversity*

*Health and Safety Policy (Staff and Students)*

*Library Policy*

*Records and Information Management Policy*

*Risk Management Policy*

## Related documents and legislation

*Australian Qualifications Framework (AQF)*

Australian Library Information Association: *Future of the Library and Information science Profession: Tertiary Educational Libraries 2014*

*Tertiary Education Facilities Management Association*

*Higher Education Standards Framework (Threshold Standards) 2021– Domains 2 and 3*

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## Administration

### Revision History

Version	Approval date	Approval body	Review date
0.1	11/11/2019	Board of Directors	
0.2	09/06/2020	Board of Directors	
1.0	18/06/2021	Board of Directors	30/06/2022