



Training Facilities, Equipment and Resources Policy

Organisation: Australian Leading Institute of Technology (ALIT) **RTO Code:** 45156 **Quality Area:** 1 – Training and Assessment **Standard:** RTO Standards 2025 – Standard 1 **Document Owner:** Director of Training / Operations Manager **Review Cycle:** Annual **Version:** 1.0 **Effective Date:** April 2026

1. Purpose

This policy ensures that ALIT maintains training facilities, equipment, and learning resources that are fit-for-purpose, safe, compliant, and appropriate to the training and assessment requirements across all qualifications on its scope of registration.

2. Scope

Applies to all ALIT campuses, delivery sites, simulated workplace environments, and any third-party facilities used for training or assessment delivery.

3. Policy Statement

ALIT is committed to providing a learning environment that supports quality training outcomes. All facilities, equipment, and resources must meet the requirements of the relevant Training Package, reflect current industry standards, comply with WHS legislation, and be accessible to all learners including those with disabilities or special needs.

4. Procedures

4.1 Facility Standards

- All training rooms and practical spaces must be of sufficient size, layout, and condition to support the type of training being delivered
- Facilities must comply with applicable building codes, WHS regulations, and fire safety requirements
- Facilities must be accessible in accordance with the Disability Discrimination Act 1992 and relevant accessibility standards
- Toilet, amenity, and break-out areas must be adequate for the learner cohort size

4.2 Equipment and Resources

- All equipment used for training and assessment must reflect current industry practice and standards
- Equipment must be maintained, calibrated (where applicable), and safe to use
- A register of all significant training equipment is maintained by the Operations Manager and reviewed annually
- Faulty or unsafe equipment must be taken out of service immediately and tagged; replacement or repair must be actioned within 5 business days

4.3 Learning Resources

- All learning materials (learner guides, workbooks, handouts, digital resources) must be:
 - Current and aligned with the latest Training Package release
 - Contextualised to the relevant industry sector where applicable
 - Accessible in formats that meet learner needs (including digital/print)
 - Reviewed and updated at least annually or following Training Package updates



- ALIT does not use third-party learning resources without verifying their currency and compliance with unit requirements

4.4 Simulated Workplace Environments

Where training or assessment occurs in a simulated workplace:

- The simulation must replicate realistic industry conditions as closely as practicable
- The simulation environment must meet the specific conditions outlined in the relevant unit of competency
- Simulated environments are documented in the TAS and reviewed annually for currency

4.5 Technology and Digital Infrastructure

- ALIT's digital delivery infrastructure (LMS, video conferencing, assessment platforms) must be reliable, secure, and accessible
- IT support must be available to learners and staff during scheduled delivery sessions
- Online learning platforms must comply with ALIT's Privacy Policy and data security requirements
- Accessibility of digital resources must be reviewed to ensure learners with disabilities can access all content

4.6 Third-Party Facilities

Where training is delivered at a third-party site (e.g., employer premises):

- ALIT must conduct a site assessment prior to delivery commencement
- The site must meet the minimum facility and WHS requirements documented in the TAS
- A formal agreement with the host site outlining WHS responsibilities must be in place
- Site assessments are repeated annually or following any significant change at the site

4.7 Maintenance and Review

- An annual facility and resource review will be conducted by the Operations Manager in consultation with the Director of Training
- Findings are documented and entered into the Continuous Improvement Register
- Urgent WHS or compliance issues are escalated to the CEO for immediate action

5. Roles and Responsibilities

Role	Responsibility
Operations Manager	Maintain equipment register; coordinate maintenance; conduct site assessments
Director of Training	Ensure resources meet Training Package requirements; approve TAS resource documentation
WHS Officer / Responsible Person	Conduct WHS inspections; manage incident reporting
Trainers	Report faulty equipment or resource deficiencies promptly
IT / Admin Staff	Maintain digital infrastructure; support learner access

6. Related Documents

- Policy: Training and Assessment Strategy (TAS) Development
- Policy: Training Delivery
- Policy: Student Health and Wellbeing
- Policy: Continuous Improvement System (CIS)

7. Review and Approval



Version	Date	Approved By	Changes
1.0	April 2026	CEO, ALIT	Initial issue