



## ENSURING SUFFICIENCY OF RESOURCES POLICY

*Greenhill Institute Pty Ltd t/a Greenhill Institute (hereby referred as Greenhill Institute)*

### 1. PURPOSE

Greenhill Institute Pty Ltd t/a Greenhill Institute (herein referred to as "GI") has developed a documented policy to ensure that **sufficient facilities, resources, and equipment** are available for VET Students to successfully achieve their educational objectives while studying with us in Australia.

This policy has been developed in accordance with training package requirements and complies with the Standards for RTOs 2025, the Practice Guide – Outcome Standards for NVR Registered Training Organisations (Quality Area 1: Training and Assessment – Facilities, Resources, and Equipment, Standard 1.8), the National Code 2018, the ESOS Act 2000 and Occupational Health and Safety Act 2004.

### 2. SCOPE

This policy applies to all Greenhill Institute (GI) staff involved in training and assessment and to all VET Students enrolled or seeking to enrol with GI.

### 3. RESPONSIBILITY

Chief Executive Officer (CEO) and Administration Manager will be responsible for implementation and management of this policy and ensure that resources, facilities, equipment are available for VET Students so that the VET Students can effectively acquire required skills and knowledge and undertake training and assessment as listed in each qualification's training and assessment strategies.

### 4. POLICY STATEMENT

- 4.1. GI has, for all its scope of registration, and consistent with its training and assessment strategies, sufficient:
  - trainers and assessors to deliver the training and assessment
  - educational and support services to meet the needs of the learner cohort/s undertaking the training and assessment
  - learning resources to enable VET Students that meet the requirements for each unit of competency, and which are accessible to the learner regardless of location or mode of delivery.
  - Facilities, whether physical or virtual, and associated equipment are provided at a level that is adequate to support the number of VET Students undertaking training and assessment, and are fit-for-purpose, safe, accessible, and sufficient for all VET Students.
- 4.2. GI's training and assessment strategies and practices, including the amount of training GI will provide, is consistent with the requirements of training packages and VET-accredited courses that will enable each learner to meet the requirements for each unit of competency in which they are enrolled. The training is structured and paced to support VET students to progress, providing sufficient time for instruction, practice, feedback and assessment. training techniques, activities and resources engage VET students and support their understanding. All GI qualifications are delivered and assessed on campus and onsite GI's workshop.
- 4.3. Facilities, resources and equipment must:
  - Comply with OHS & WHS and building safety requirements under relevant Commonwealth, State and local regulations.
  - Reflect current industry practice and contemporary equipment
  - Align with training package and qualification requirements
- 4.4. Students will be informed prior to enrolment of any equipment or materials they are required to have, and of any additional course related costs (e.g., Personal Protective Equipment-PPE).
- 4.5. GI will maintain and ensure ownership and/or leasing arrangements are available and up to date for GI campus and training locations. This is to ensure that VET Students have sufficient access to these facilities at reasonable times in order to practise, develop and demonstrate the skills required for their qualification.



- 4.6. GI will ensure that all learning and assessment resources comply with copyright and intellectual property requirements, including correct licensing, fair use, and permissions. Records of licences and usage rights will be maintained.
- 4.7. GI will determine the training provided to each learner with regard to:
  - the existing skills, knowledge, and the experience of the learner
  - the mode of delivery
- 4.8. GI will ensure that training and assessment is delivered only by persons who have:
  - vocational competencies at least to the level being delivered and assessed
  - current industry skills directly relevant to the training and assessment being provided
  - Current knowledge and skills in vocational training and learning that informs their training and assessment.
- 4.9. GI is committed to an inclusive and safe learning environment, making reasonable adjustments to facilities, resources, and equipment to meet students' needs while maintaining training requirements. Safety is prioritised by identifying hazards, providing guidance before equipment use, and addressing incidents with corrective actions.

## 5. PROCEDURES

- 5.1. Before the start of the study period at GI, Chief Executive Officer will ensure that sufficient facilities and resources are available for VET Students. These resources requirements will be checked annually against the resource requirements list (Appendix 1). For each qualification, resource requirements are determined based on the training package requirements on [www.training.gov.au](http://www.training.gov.au), feedback and advice from industry consultation, and the specifications outlined in the Training and Assessment Strategy (TAS).
- 5.2. GI will provide pre-enrolment information to VET Students through marketing material like student handbook so that they can make informed decisions about studying their chosen course at GI including resources, equipment, campus facilities, classroom facilities, resources available on campus, equipment, materials provided by GI and materials required by VET Students to purchase as part of the course, learning resources available to VET Students, etc.
- 5.3. In accordance with standard 6 of National Code 2018, GI will have sufficient student support personnel available on campus to meet the needs of VET Students enrolled with GI and to ensure that VET Students are provided with support service to adjust to study and life in Australia. Refer to Student Support Well-being and welfare Policy available on GI's website [www.greenhillinstitute.vic.edu.au](http://www.greenhillinstitute.vic.edu.au) for more details.
- 5.4. GI will ensure that adequate staff and education resources are available before the start of the study period, including facilities, equipment, learning and library resources, fully equipped classrooms, workshops and practical training facilities, computer laboratories with internet access, and learning and assessment materials delivered through the LMS and/or printed resources, as well as well-equipped premises that is required to deliver the course to the VET Students enrolled with GI. Prior to the start of each study period, the CEO and Administration Manager will verify that all resources listed in the TAS are available and in safe working condition.
- 5.5. Administration Manager will use the Resource Requirements List (Appendix 1) to ensure all the required resources are available on campus and implemented in line with all requirements of the training product.
- 5.6. Facilities and training equipment will be inspected regularly and maintained in accordance with OHS & WHS requirements. Any identified safety hazards, malfunctions, or incidents are documented and addressed promptly through corrective actions recorded in the Continuous Improvement Register.
- 5.7. GI will monitor facilities, resources, and equipment through annual resource compliance reviews, student and staff feedback, industry consultation, and internal audits. The outcomes of this monitoring process will be recorded in the Continuous Improvement Register.



## 6. TRAINING FACILITIES, TRAINING, AND ASSESSMENT MATERIALS

GI will adhere to all of its resource requirements to provide quality training and undertake assessments. GI will review the following at least once a calendar year:

- Amenities in each classroom, such as board, chairs, audio visual displays, as per the group size, according to the classroom and the trainer-to-student ratio.
- Training/learning materials
- Tenancy agreements for the premises
- Secured storage and easy access to learning resources and facilities for the VET Students.
- Equipment available for effective delivery of training and assessment.
- GI will ensure that VET Students have access to a classroom with access to WIFI for case studies.
- GI will ensure that VET Students have easy access to computers in the computer lab.
- GI provides access to learning resources in library/resources room relevant to each unit, including resources for Business, Management, Cabinet Making Painting and Business courses.

\*The required resources and equipment for each individual unit will be available on GI's training location, and the list will be included in the training and assessment strategy for the qualifications.

## 7. PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS

Greenhill Institute Pty Ltd provides course-related learning resources and access to workshop tools and equipment. However, specific Personal Protective Equipment (PPE) items are required to ensure safety and compliance with Occupational Health and Safety (OHS) standards. Refer to the Student Handbook for fees and charges related to the PPE Kit.

Refer to the Student Handbook available on the GI website for detailed information.

Alternatively, students may contact GI on [1300 136 859](tel:1300136859) or email [info@greenhillinstitute.vic.edu.au](mailto:info@greenhillinstitute.vic.edu.au).

For each unit, GI will check conditions of unit and context from the training package listed on [www.training.gov.au](http://www.training.gov.au).

VET Students, trainers, staff will be provided with an opportunity to give their feedback on all of the areas and items related to the resources for the purpose of monitoring and reviewing facilities and equipment.

If improvements are required or requested, it will be actioned as soon as practicable, and priority will be given to the things that will most actively have a positive impact on learning outcomes for the VET Students.

Each unit's learning and assessment resources will be sourced and developed in consultation with the industry experts, trainers/assessors working in their respective industries and the training package requirements.

Industry feedback form or Meeting Minutes will be used to record the evidence of any advice or consultation with the industry experts or trainers/assessors.

## 8. RELOCATION OF PREMISES

GI will notify the designated authority and the VET Students enrolled with GI of any intention to relocate premises (campus location) at least 20 working days before the relocation.

## 9. CONTINUOUS IMPROVEMENTS:

GI will conduct annual check on its resources and equipment to meet the requirements of the Standard of RTOs 2025 by ticking the resource requirement list.

GI's Compliance Monitoring Plan will be used to systematically monitor and review facilities and equipment to ensure they remain current with industry align to the requirements of the training product. Refer to Quality Management Policy and procedures for more details.



Each Training and Assessment Strategy will include unit-wise resources and equipment list aligning with the requirements of the particular training product. This will include information including VET Students' resources, assessment tools, access to computers, etc.

The Continuous Improvement practices will be followed to review Physical resources, and equipment as listed unit-wise\* in each training and assessment strategy qualification.

A continuous improvement register will be used to keep a record of the continuous improvement practices.

## **10. RELATED DOCUMENTS**

- Continuous Improvement Register
- Compliance Monitoring Plan
- Resource requirements List (Appendix 1)
- Quality Management Policy and Procedures



## APPENDIX 1

### RESOURCE REQUIREMENTS LIST

GI will ensure that sufficient resources and equipment are available to provide quality training and assessment.  
 This includes:

#### 1. Trainers and Assessors

Please Tick		CRITERIA	COMMENTS (If any)
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	GI has sufficient trainers and assessors to deliver training and conduct assessments for the initial VET student cohort(s) regarding trainer/assessor-to-student ratios specified for each qualification.	
<input type="checkbox"/>	<input type="checkbox"/>	<p>Trainer and assessors available for the delivery of training and assessment have:</p> <ul style="list-style-type: none"> <li>• vocational competencies at least to the level being delivered and assessed</li> <li>• current industry skills directly relevant to the training and assessment being provided</li> <li>• current knowledge and skills in vocational training and learning that informs their training and assessment.</li> </ul>	

#### 2. Educational and Support Services

Please Tick		CRITERIA	COMMENTS (If any)
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	GI has sufficient educational and support services to meet the identified needs of VET students, and information about these services is provided to students.	
<input type="checkbox"/>	<input type="checkbox"/>	A ratio of one student support officer per 80 students is maintained.	

#### 3. Learning Resources

Please Tick		CRITERIA	COMMENTS (If any)
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	VET Students have access to all the learning resources for each unit of competency included in the training and assessment strategy.	
<input type="checkbox"/>	<input type="checkbox"/>	Learning Resources for each unit of competency have been setup and are accessible to VET students in accordance with the delivery location, learner cohort, and mode of delivery.	



#### 4. Facilities and Equipment

Please Tick		CRITERIA	COMMENTS (If any)
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	<p>VET Students have access to the campus location and the facilities identified in the training and assessment strategy, including</p> <ul style="list-style-type: none"> <li>• Fully equipped classrooms with access to projector, tables, and chairs.</li> <li>• Onsite fully equipped workshop for practical classes.</li> <li>• Computers in classrooms with Desktop with Monitor.</li> <li>• Computer Lab</li> <li>• Common areas/Breakout area with access to computers.</li> <li>• Kitchenette with tea and coffee and microwaves</li> <li>• Climate control Air Conditioning</li> <li>• Library/Resources Room</li> <li>• Access to cafes and restaurants near the campus.</li> <li>• Academic and LLND support services available through scheduled workshops or one-on-one sessions.</li> </ul> <p>* The required resources and equipment for each unit will be available at GI's training location, as detailed in the training and assessment strategy for each course at GI.</p>	
<input type="checkbox"/>	<input type="checkbox"/>	A suitability checklist has been completed to ensure VET Students have access to sufficient equipment and resources to undertake practical training and assessment effectively (as applicable).	
<input type="checkbox"/>	<input type="checkbox"/>	Occupational Health and Safety/Work Health and Safety and building safety requirements are met.	
<input type="checkbox"/>	<input type="checkbox"/>	Equipment reflects current industry practices and is safe to use	

#### 5. Assessment System

Please Tick		CRITERIA	COMMENTS (If any)
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	Assessment tools for each unit of competence have been mapped against their performance and elements criteria	
<input type="checkbox"/>	<input type="checkbox"/>	Assessment tools include detailed description and instruction on the assessment for both trainers/assessors and VET Students.	
<input type="checkbox"/>	<input type="checkbox"/>	An assessment system has been developed and implemented, which includes contextualisation of tools prior to use, implementation, and validation processes.	

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## **DECLARATION**

**I declare that, as a representative of Greenhill Institute Pty Ltd (GI), I have completed the Resource Requirements Checklist and identified that:**

- Facility and resources are suitable for the delivery of training and assessment strategies and practices for the qualifications listed on GI's scope.
- Facility and resources are not suitable for the delivery of training and assessment strategies and practices for the qualifications listed on GI's scope.
- I declare that the information contained in this form is true and correct, and facility has access to all the equipment and resources mentioned above.

Comments (If any):

### **Completed by GI's Representative**

Name: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

**Job Title:** \_\_\_\_\_