

# PAX-T05 Facilities, Resources and Equipment Policy

## Facilities, Resources and Equipment Policy

**Version Number:** 1.0

**Person Responsible for Implementation:** CEO (with input and assistance from academic and admin team, marketing team, QA)

**Effective Date:** 1 July 2025

**Review Date:** 1 July 2026

### Relevant Standards:

- Outcome Standards for RTOs 2025: Standard 1.8
- National Code 2018: Standard 3
- ESOS Act 2000

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### Purpose

This policy outlines how PAX Institute of Education ensures all facilities, resources, and equipment used for training and assessment are safe, accessible, fit-for-purpose, and sufficient. It applies to all modes of delivery, including simulated environments and work-integrated learning.

The policy also demonstrates how PAX upholds compliance with the Outcome Standards for RTOs 2025 and obligations under the National Code 2018 and ESOS Act 2000.

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### Scope

This policy applies to all nationally recognised training products on PAX Institute's scope of registration, including CRICOS-registered courses. It covers on-campus facilities, dedicated training venues, simulated environments, and third-party work-based learning arrangements.

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### Policy Statements

PAX Institute of Education is committed to providing facilities, resources, and equipment that enable effective learning and assessment for all students. The Quality Assurance (QA) team, in collaboration with industry-specialist trainers, reviews the requirements of each training product to determine what facilities and resources are needed to ensure compliance and effective training outcomes.

These reviews are documented within the Training and Assessment Strategy (TAS) for each course and updated prior to delivery.

All theory-based training occurs at PAX's campus, where classrooms are equipped with digital projectors or TVs and Wi-Fi access. Students have access to breakout and study areas, and 24/7 access to a cloud-based Learning Management System (LMS), allowing continuous access to learning materials and assessments. Classrooms are also configured to accommodate students with disabilities, with additional support arranged as needed.

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Practical training is delivered in industry-standard environments. The automotive workshop includes vehicle hoists, diagnostic tools, and safety equipment. This facility is maintained by a dedicated automotive technician, who ensures that tools and vehicles remain operational and safe.

Hospitality training is delivered in a fully equipped commercial training kitchen, managed by the WBT and Kitchen Coordinator. This facility is stocked with commercial-grade ovens, cooktops, preparation benches, and food storage equipment, all maintained on a regular schedule. Resources and equipment in both facilities are reviewed for alignment with training package specifications and updated as needed to remain consistent with current industry practices.

For qualifications such as Certificate III in Commercial Cookery and Certificate IV in Hospitality, students undertake Work-Based Training (WBT). These placements are arranged and monitored by PAX's WBT and Kitchen Coordinator. Prior to placement, each worksite is assessed for safety and suitability. Host employers are required to sign an agreement outlining the responsibilities related to student supervision and task access. During placements, the WBT Coordinator conducts a minimum of two visits per student, collects feedback, and ensures that students are receiving sufficient exposure to tasks relevant to their training outcomes.

The safety and appropriateness of all training and assessment spaces, whether on-campus or within a workplace, are evaluated on an ongoing basis. All staff are responsible for identifying hazards or equipment maintenance needs. Incidents are logged and investigated, and corrective actions are taken. The administration manager or CEO conduct regular audits of facilities and logs maintenance records. Reasonable adjustments are made for students requiring additional support to access facilities or equipment.

To ensure equitable access, students are provided with timetables and resource schedules at the commencement of training. Practical sessions are organised in a way that ensures adequate time and resource availability for each student. Students are informed of any additional equipment or costs prior to enrolment, and the marketing, admissions staff and CEO ensure this information is consistently presented across marketing and enrolment documents.

Continuous improvement is central to the facility and equipment management strategy at PAX. Feedback is gathered from students, trainers, and host employers through Learner Engagement surveys, the online QR code displayed around the campus that allows feedback to be provided easily by filling an online form, and verbal and written feedback provided directly or indirectly to PAX team members.

This feedback, along with student progress and assessment outcomes, internal audits of compliance and quality, and complaints received relevant to the matter informs facility upgrades, equipment purchases, and procedural refinements.

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## Procedures

### 1. Pre-Delivery Review and Planning

QA Manager, and/or adequately informed delegate reviews the Training and Assessment Strategy (TAS) for the relevant training product at least annually in addition to response to updates or changes to training packages, training products or units of competency.

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This includes determining the required facilities, resources, and equipment, and identifying any new procurement, upgrades, or third-party arrangements needed. The outcome is documented in the updated TAS.

## 2. Facility and Equipment Preparation

Training is scheduled into 4 terms of 10 weeks in a calendar year – with 3 weeks of term breaks in between.

In addition to regular and ongoing checks conducted during the training sessions in the training facilities, the Automotive Workshop Coordinator and the WBT and Kitchen Coordinator inspect the training kitchen and workshop to ensure all tools, equipment, and supplies are available, safe, and aligned with the training product requirements during the term breaks.

Any gaps or maintenance needs are reported to Administration Manager, QA team or CEO directly.

In addition to equipment and hardware, consumables are also subject to regular reviews in the training facilities:

- In PAX Campus all consumables are monitored, and orders are placed by Reception staff following approvals from QA or Finance or CEO. These include but are not limited to equipment related to PCs, pens and papers, markers and whiteboard cleaners, tea and coffee and other kitchen facilities being made available to students, additional electronic equipment such as TVs, power extensions, mice and keyboards, headphones, or additional furniture such as tables and chairs, etc. Reception staff also keep external service and facility providers in the loop if any maintenance is required e.g. for printers.
- In Automotive workshop – trainers and assessors conducting training provide a list of required consumables to Finance department or CEO directly keeping an inventory list. These consumables such as oils, or tools, etc. are purchased and delivered to workshop or picked up by trainers when needed.
- In Training kitchen, kitchen coordinator reviews recipes for the classes being held each day of the week in various batches and courses. Along with Trainers and based on recipes and number of students per class, Kitchen Coordinator makes weekly purchases of kitchen ingredients from PAX’s suppliers. Should there be additional requirements, these are purchased on daily basis by trainers or kitchen coordinator from other suppliers such as Coles or Woolworths and staff are reimbursed after. All these invoices and records of purchase are then forwarded to finance department for payment / reimbursement.

## 3. Reporting and Maintenance Response

All staff, including Academic Officers and trainers conduct routine checks of training spaces and report maintenance issues as they arise to CEO.

Urgent WHS issues must be reported immediately to the CEO and/or delegate, who arranges rectification within 48 hours. Non-critical issues are logged for action within two weeks.

For faster response, a list of contractor details is maintained by reception staff to be contacted for maintenance, such as electricians, plumber, locksmith, etc.

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#### 4. Work Placement Site Assessment and Setup

Prior to a student commencing Work-Based Training (WBT), the WBT Coordinator conducts a site assessment using the Work Placement Checklist. This ensures the location meets WHS requirements, provides access to relevant tasks, and includes adequate supervision. The host employer signs a Placement Agreement detailing responsibilities.

#### 5. Training and assessment resources

PAX ensures access to adequate training and assessment resources that meet the requirements of Vocational Education and relevant training packages. Where appropriate evidence of purchase, copyright, permission to use, or ownership is maintained by the CEO.

PAX also maintain evidence of access to LMS to all its students, through licensing, domain and server payments and other relevant evidence.

#### 6. Student Access and Reasonable Adjustments

At enrolment, Academic Officers confirm whether any student requires reasonable adjustments. The Administration Manager and support staff initiate preparation for these adjustments no later than the second week of the course. Adjustments may include schedule changes, assistive technology, or alternate resources.

#### 7. Ongoing Monitoring

Throughout the year, the responsible staff from the academic team are directed by QA department to conduct quarterly reviews of facilities and resource usage – during the term breaks. Feedback from trainers, students, and WBT hosts is collected and analysed for trends or emerging issues. Results inform updates to procedures, purchasing decisions, or space utilisation.

### Monitoring and Continuous Improvement

Monitoring of this policy includes regular audits of facilities, equipment inventories, and WBT site assessments. Feedback from student satisfaction surveys, trainer evaluations, and incident logs inform updates to facilities and equipment strategy.

PAX ensures ongoing compliance by cross-referencing training product requirements against facilities and resources in place, adapting as needed based on updated training packages and cohort needs.

### Monitoring Mechanism Summary Table

What is Monitored	How	Frequency	Responsible
Training product requirements for facilities, resources, and equipment	Annual TAS reviews, industry and trainer consultation	Annually or upon training package changes	Compliance Manager, QA Team, Trainers

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What is Monitored	How	Frequency	Responsible
Condition and sufficiency of training facilities (campus, kitchen, workshop)	Quarterly inspections, maintenance logs, daily reports	Ongoing and quarterly (term breaks)	Automotive Coordinator, Kitchen Coordinator, Administration Manager
Availability and maintenance of tools, equipment, and consumables	Inventory lists, supplier invoices, coordinator and trainer reporting, student feedback, staff feedback, regular scheduled maintenance and checks e.g. hoist inspections	Weekly to termly or as scheduled - unless based on feedback - depending on item type	Trainers, Reception Staff, QA or Finance Team, CEO
Accessibility and inclusivity of facilities	Student enrolment records, support service logs, layout planning	At enrolment and as needed	CEO
WBT site safety and task relevance	Pre-placement checklists, coordinator visits, host feedback	Before placement and minimum two visits during placement	WBT and Kitchen Coordinator
WHS incident reporting and corrective actions	Incident reports, WHS logs, review meetings	As incidents occur and reviewed quarterly	All Staff, CEO or Delegate
Procurement records and stock management	Order forms, finance logs, supplier documentation	Monthly or per ordering cycle	Reception, WBT and Kitchen Coordinator, Workshop coordinator, Finance Team
Feedback from students, trainers, and WBT hosts	Learner surveys, QR code forms, complaints, staff feedback	Ongoing with quarterly QA review	QA Team, Trainers, WBT Coordinator
Appropriate training and assessment facility	Lease documents, ownership evidence	As required and maintained on an ongoing basis	CEO

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What is Monitored	How	Frequency	Responsible
Training and assessment resources	Agreements, evidence of purchase, copyright agreements, evidence of internal development and ownership of assets	ongoing	CEO
Ensuring compliance of all facilities and venues with commonwealth, state, local governments, health and safety rules and building codes	Review of relevant lease, and documents, arranging for or following up on arrangements for regular inspections such as fire safety inspections, ensuring evidence is maintained	ongoing	CEO
Ensuring students are aware of all costs they will incur in terms of access to facilities and equipment	Through LOO, Acceptance, fee schedules, payment plans, all marketing resources	ongoing	CEO, Admissions, Marketing team, QA team (for audit and review)

## Self-Assurance Questions

**1. Do the training product requirements include specific facilities, resources or equipment?**

Yes. For every training product, the Compliance and QA team reviews the training package specifications to identify exact facility, resource, and equipment requirements. These are documented in the Training and Assessment Strategy (TAS), which is validated by trainers and industry stakeholders to ensure compliance with training product standards.

**2. What other factors influence the facilities, resources and equipment required? For example, how has industry, employer, community, staff and student feedback influenced the facilities, resources and equipment to be used?**

In addition to the training package requirements, decisions about facilities and equipment are informed by

- feedback from trainers (who are also industry experts),
- WBT host employers, and
- students.
- PAX also conducts regular reviews and consultations to ensure equipment reflects current workplace technologies and practices.
- Feedback from placement evaluations and
- student satisfaction surveys are also incorporated into improvement decisions.

- Student Cohort, Mode of training, the nature and requirements of the training product, best practices related to each industry each also inform the facilities and equipment requirements

**3. How do students access the facilities, resources and equipment? Do all students have equitable access?**

All students, including those with additional learning needs, have equitable access to training facilities, resources, and equipment.

Classrooms, kitchens, and workshops are scheduled to ensure all learners can participate in practical sessions without overcrowding.

LMS access is available 24/7, and the support team arranges reasonable adjustments where needed.

Training kitchen and workshop are timetabled to allow all students access to practical training adequate to their course and in compliance with standards.

WBT hosts are carefully selected or if suggested by students, vetted to ensure compliance with all industry, training package and standards requirements. Students are scheduled with WBT for appropriate and required number of hours to ensure hands on effective training aligned with industry standards.

Facility layouts and training schedules are designed to support inclusivity and accessibility.

**4. What risks are associated with the facilities, resources and equipment and how are these risks proactively managed, including by your third parties, to always ensure the safety of students and staff?**

Risks include equipment malfunction, WHS hazards, or inadequacy of third-party facilities.

PAX mitigates these risks through regular inspections, maintenance schedules, and WHS checklists.

Work placement sites are vetted and monitored to ensure ongoing compliance. If and when required external contractors are engaged to ensure safety of equipment such as servicing of the hoists in the Automotive workshop.

All staff and students receive safety briefings prior to using high-risk equipment, and incidents are investigated with corrective actions implemented.

**5. Are there any specific risks associated with facilities, resources or equipment used for work-integrated learning, work placements or other community-based learning? If so, how are these being managed?**

Yes.

Specific risks include insufficient supervision, lack of appropriate tasks, and inconsistent safety standards. These are managed by conducting structured site

assessments, signing formal host agreements, and scheduling at least two coordinator visits per placement.

Feedback is collected from students and employers to identify and resolve any emerging issues. WBT partners are selected based on their ability to support learning outcomes aligned with the training product.

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## Relevant Documents and Records

- Training and Assessment Strategies (TAS)
- Risk Management Policy
- Continuous Improvement Policy
- Training Policy
- Facility Maintenance Logs
- WHS Inspection Reports
- Work Placement Agreements and checklists
- Equipment Inventories
- Student and Trainer Feedback Forms
- Continuous Improvement Register
- Risk and Hazard Register
- Student Handbook
- Placement Site MoU
- Monthly order records
- Supplier invoices
- SIT Unit recipes
- Lease agreements and 9b certifications
- Copyright or evidence of ownership of training and assessment material
- Evidence of maintenance of LMS portal – such as server invoices and Didasko invoices
- Evidence of purchase of cars, tools, and maintenance relevant to all facilities
- Evidence of assurance of safety of all venues including fire safety certificates and equipment
- Evidence of facilities complying with commonwealth, state, and local government requirements, health and safety requirements and building codes
- Letter of Offer and acceptance and payment plan detailing costs if resources and equipment to students
- Marketing and sales resources
- PAX website