

Ensuring Sufficiency of Resources

1. Purpose

Institute of Culinary Education Pty Ltd t/a Blue Ridge College, herein referred to as “Blue Ridge College,” has drafted a documented policy to ensure that sufficient resources are available for learners to achieve their educational objectives while studying with us in Australia.

This policy has been drafted in accordance with Clause 1.1, 1.2, 1.3, 1.4, 1.8 and 1.13, Training package requirements, National Code 2018 and the resource requirements as per the Australian Skills Quality Authority.

Through the implementation of this policy, Blue Ridge College will ensure that learners have access to suitable resources, facilities, equipment to undertake training and assessment. This includes access to a sufficient number of qualified trainers and assessors, relevant training rooms, learning aids, tools, equipment's that appropriately reflect a workplace that a student is likely to work in once qualified.

2. Scope

This policy applies to all staff working with Blue Ridge College and all learners (both current and prospective learners) enrolled with Blue Ridge College.

3. Responsibility

Chief Executive Officer (CEO) and Administration Coordinator will be responsible for implementation and management of this policy and ensure that sufficient resources are available for learners so that the learners can effectively acquire relevant skills and knowledge and the facilities provided by Blue Ridge College support the learning outcomes of the students.

Administration Coordinator will be responsible for ensuring that Blue Ridge College has sufficient resources (facilities and equipment) to accommodate the number of learners undertaking training and assessment as listed in each qualification's training and assessment strategies.

4. Policy Statement

4.1 Blue Ridge College 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 learners to 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 equipment to accommodate and support the number of learners undertaking the training and assessment.

4.2. Blue Ridge College's training and assessment strategies and practices, including the amount of training Blue Ridge College 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 or module in which they are enrolled.

4.3. Blue Ridge College 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

4.4. Blue Ridge College 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.

5. Procedures

5.1 Before the start of the study period at Blue Ridge College, Chief Executive Officer will ensure that sufficient facilities and resources are available for learners. These resources requirements will be checked annually against the resource requirements list (Appendix 1).

5.2. Blue Ridge College will provide pre-enrolment information to learners through marketing material like student handbook so that they can make informed decisions about studying their chosen course at Blue Ridge College like campus facilities, classroom facilities, resources available on campus, equipment, materials provided by Blue Ridge College and materials required by learners to purchase as part of the course, learning resources available to learners, etc.

5.3. In accordance with standard 6 of National Code 2018, Blue Ridge College will have sufficient student support personnel available on campus to meet the needs of learners enrolled with Blue Ridge College and to ensure that learners are provided with support service to adjust to study and life in Australia.

5.4. Blue Ridge College will ensure that adequate staff and education resources are available before the start of the study period, including facilities, equipment, learning and library resources and well-equipped premises that is required to deliver the course to the learners enrolled with Blue Ridge College.

5.5 Administration Coordinator 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.

6. Training Facilities, Training, and Assessment Materials

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

- Amenities in each classroom, such as desks, 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 learners.
- Equipment available for effective delivery of training and assessment.
- Blue Ridge College will ensure that learners have access to a classroom with access to WIFI for case studies.
- Blue Ridge College has Didasko LMS to ensure that the students have seamless access to learning resources, assessments, and support materials. Student will be provided with the Link for the LMS on the day of enrolment.
- Blue Ridge College will ensure that learners have easy access to sufficient learning resources such as books, reading materials, and computers integrated with required software, such as MS Office, required for learners.

*The required resources and equipment for each individual unit will be available on Blue Ridge College's training locations, and the list will be included in the training and assessment strategy for the qualifications.

- For each unit, institute will check conditions of unit and context from the training package listed on training.gov.au.
- Learners, 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 learners.

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.

Relocation of premises

Blue Ridge College will notify the designated authority and the learners enrolled with Blue Ridge College of any intention to relocate premises (campus location) at least 20 working days before the relocation.

Continuous Improvements:

Blue Ridge College 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.

Institute'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.

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 learners' 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.

Related Documents

Continuous Improvement Register
Compliance Monitoring Plan
Resource requirements List (Appendix 1)

7. Equipment Maintenance, Stock Management and Course Inventory

7.1 Purpose

This section outlines the process for maintaining equipment, consumables, and stock levels required for the delivery of training and assessment for all qualifications on Blue Ridge College's scope of registration. It ensures that all physical resources, tools, and consumables are available, functional, and compliant with safety and industry requirements prior to practical training or assessment.

7.2 Scope

Applies to all courses, including:

- BSB50420 - Diploma of Leadership and Management
- BSB60420 - Advanced Diploma of Leadership and Management
- BSB80120 - Graduate Diploma of Management (Learning)

7.3 Responsibilities

- **Trainer/Assessor** – Primary person responsible for monitoring stock levels, consumables, and equipment functionality for their allocated course. Trainers must conduct equipment and resource checks at least 6–7 weeks prior to scheduled practical training or assessment sessions.
- **Administration Coordinator**– Responsible for coordinating procurement, maintaining stock records, and ensuring that resources align with Training and Assessment Strategies (TAS).
- **CEO** – Oversees compliance with ASQA's resource sufficiency standards and ensures budget allocation for equipment replacement and maintenance.

7.4 Procedures

1. Pre-Training Resource Check (6–7 Weeks Prior)

- Trainers conduct a full check of all tools, consumables, and equipment required for upcoming practical training sessions.
- The Facility Suitability Checklist is completed and submitted to the Administration Coordinator.
- Any missing or damaged items are recorded in the Resource Maintenance Register for replacement or repair.

2. Stock and Inventory Management

- Each course will maintain a **Course Resource and Inventory Register** listing:
 - Tools and equipment (e.g., power tools, measuring instruments, safety gear)
 - Consumables (e.g., timber, nails, adhesives, PPE, printing materials, stationery, ICT accessories)
 - Digital learning resources (software, licenses, laptops, or tablets)
 - Furniture and workshop assets
- Registers will include:
 - Item name and identification number
 - Quantity available / minimum stock level
 - Condition (serviceable, needs repair, replace)
 - Location
 - Last inspection date and next scheduled review
 - Responsible trainer/assessor

3. Consumables and Stock Replenishment

- Trainers notify the Administration Coordinator when stock reaches the minimum threshold.
- Stock is replenished according to the Inventory Control Procedure, ensuring adequate materials for the next training block.
- All purchases or replacements are recorded in the Consumable Stock Register.

4. Equipment Maintenance

- Equipment and tools are checked regularly for safety and functionality.
- Faulty equipment is tagged “Out of Service” until repaired or replaced.
- Maintenance logs record:
 - Equipment name and ID
 - Nature of issue
 - Date reported and action taken
 - Date returned to service
- For building, carpentry, cabinet making, and IT courses, annual third-party servicing is conducted by a qualified technician.

5. Storage and Security

- All equipment and consumables are stored securely in designated storerooms or workshops.
- Access is restricted to trainers, assessors, and authorised staff.
- Hazardous or high-value items are labelled and stored in locked areas in compliance with safety standards.

6. Record Keeping and Auditing

- Registers maintained include:
 - Course Resource and Inventory Register (per qualification)
 - Resource Maintenance Register
 - Consumable Stock Register
 - Pre-Training Resource Checklist
- All records are retained electronically in the Resource Management Folder on the shared drive and reviewed annually as part of the Compliance Monitoring Plan.

7. Continuous Improvement

- Trainers provide feedback following each practical training session regarding the adequacy of resources
- Improvement suggestions are logged in the Continuous Improvement Register.
- The Administration Coordinator reviews feedback quarterly and implement improvements where needed.

Appendix 1- Resource Requirements List

Blue Ridge College will ensure that the institute has sufficient resources available to provide quality training and assessment. This includes:

1. Trainers and Assessors

Please Tick		CRITERIA	COMMENTS (If any)
Yes	No		
☐	☐	Blue Ridge College has sufficient trainers and assessors to deliver training and conduct assessments for the initial learner cohort(s) regarding trainer/assessor-to-learner ratios specified for each qualification.	
☐	☐	Trainer and assessors available for the delivery of training and assessment has: - 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.	

2. Educational and Support Services

Please Tick		CRITERIA	COMMENTS (If any)
Yes	No		
☐	☐	Blue Ridge College has sufficient educational and support services to meet identified needs of the learners and the information about these services is provided to learners.	

3. Learning resources

Please Tick		CRITERIA	COMMENTS (If any)
Yes	No		
☐	☐	Learners have access to all the learning resources for each unit of competency included in the training and assessment strategy.	
☐	☐	Learning Resources for each unit of competency have been setup and are available to learners and are accessible to suit the delivery location, learner's cohort and mode of delivery chosen for the qualification	

4. Facilities and Equipment

Please Tick		CRITERIA	COMMENTS (If any)
Yes	No		
☐	☐	Learners have access to the campus location and the facilities identified in the training and assessment strategy, including - Fully equipped classrooms with access to a projector, tables, and chairs. - Computers in classrooms with a Desktop with a Monitor. - Access to network printers and photocopiers - Data projectors connected to the trainer's computers - Whiteboard - Power points for laptops, computers - Counselling room. - Breakout area with access to computers. - Kitchenette with tea and coffee, and microwaves - Climate control Air Conditioning - Access to cafés and restaurants near the campus. * The required resources and equipment for each unit will be available at Blue Ridge College's training locations, as detailed in the training and assessment strategy for each course at Blue Ridge College.	
☐	☐	A suitability checklist has been completed to ensure learners have access to sufficient equipment and resources to undertake training and assessment effectively (as applicable).	

5. Assessment system

Please Tick		CRITERIA	COMMENTS (If any)
Yes	No		
☐	☐	Assessment tools for each unit of competency have been mapped against their performance and elements criteria	
☐	☐	Assessment tools include detailed description and instruction on the assessment for both trainers/assessors and learners.	
☐	☐	Assessment System has been developed and implemented, which includes contextualisation of assessment tools, implementing them and validating the assessment tools.	

Declaration

I declare that, as a representative of Blue Ridge College, 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 Blue Ridge College's scope.
- ☐ Facility and resources are not suitable for the delivery of training and assessment strategies and practices for the qualifications listed on Blue Ridge College'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 Institute's representative

Name:

Signature:

Date:

Job Title: