

# MITP46 Facilities and Equipment Management Policy and Procedure

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## Quick Reference Guide

### Purpose

This policy ensures all facilities and equipment are fit-for-purpose, safe, accessible, and sufficient for training delivery. We maintain resources that support student learning outcomes, comply with safety standards, reflect current industry practices, and enable students to attain the skills and knowledge specified in their training products aligned with Standard 1.8 of the Outcome Standards for RTOs.

### Key Sections

**General Principles:** All facilities and equipment must be fit-for-purpose for training delivery, safe and compliant with health and safety requirements, accessible including reasonable adjustments for disability, sufficient for student numbers and cohort characteristics, and aligned with training product requirements and industry standards.

**Training Product Alignment:** Facilities and equipment identified based on specific requirements in training packages, assessment needs for units of competency, current industry standards and workplace practices, student cohort size and characteristics, accessibility requirements, and mode of delivery (face-to-face, online, blended).

**Safety and Compliance:** All facilities and equipment comply with Commonwealth, State and Territory health and safety requirements and building codes. Risk assessments conducted before use and reviewed regularly. Safety incidents investigated with corrective measures implemented. Students receive safety instruction before using potentially hazardous equipment.

**Acquisition and Maintenance:** Training and Assessment Committees (by course area) approve purchases up to \$5,000. CEO approval required above this value. All acquisitions must demonstrate alignment with training needs, safety compliance, accessibility considerations, industry relevance, and cost-benefit analysis. Preventative maintenance according to manufacturer recommendations and regulatory requirements.

## Using Facilities and Equipment

- **Step 1: Authorization and Training**  
Ensure you are authorized to use specific facilities or equipment. Complete required safety training and instruction before first use. Understand proper operating procedures and emergency protocols. Sign equipment usage logs where required.
- **Step 2: Pre-Use Safety Check**  
Inspect equipment for visible damage or defects before use. Report any concerns immediately to training staff. Verify safety equipment and emergency procedures are accessible. Ensure adequate supervision for high-risk equipment.
- **Step 3: Proper Use and Care**  
Use facilities and equipment only for intended training purposes. Follow all safety procedures and operating instructions. Maintain cleanliness and return resources to designated storage. Report any malfunctions, damage, or safety concerns immediately.
- **Step 4: Access for Students with Disability**  
Request reasonable adjustments through Student Services if needed. Work with trainers to identify alternative equipment or modified procedures where appropriate. Access assistive technology and support resources available for your course.
- **Step 5: Post-Use Responsibilities**  
Complete required usage logs and documentation. Return equipment to proper storage in clean condition. Report any issues encountered during use. Provide feedback on equipment suitability for learning outcomes.

## Key Points to Remember

**Safety First:** Always complete required safety training before equipment use. Never use damaged or malfunctioning equipment. Report all safety concerns immediately. Follow emergency procedures if incidents occur. Your safety and that of others depends on proper equipment use.

**Authorized Use Only:** Facilities and equipment must be used by authorized personnel for approved training purposes. The Institute retains ownership of all resources. Unauthorized modification or personal use is prohibited. Respect access schedules and booking procedures.

**Industry Currency:** Our facilities and equipment reflect contemporary industry practices and emerging technologies. Resources align with current workplace standards to ensure your training is relevant and industry-current. Regular updates based on industry consultation.

Maintenance and Care: Preventative maintenance schedules ensure equipment reliability. Report faults immediately for prompt repair. Proper care extends equipment life and maintains learning quality. Under-utilized equipment may be reallocated to maximize student benefit.

## Additional Information

**Third-Party Facilities:** Some training occurs at third-party locations (work placements, partner facilities). Written agreements specify quality standards, safety requirements, student access arrangements, and monitoring procedures. The Institute retains responsibility for ensuring suitability.

**Work-Integrated Learning:** Documented strategies identify and manage risks for workplace and community-based learning. Regular communication with placement providers ensures ongoing facility and equipment suitability. Clear escalation pathways for reporting concerns.

**Accessibility:** Reasonable adjustments available for students with disability while maintaining training product integrity. Includes modified equipment, assistive technology, alternative assessment methods, and additional support. Request through Student Services early in your course.

**Continuous Improvement:** Regular reviews ensure facilities and equipment remain current with industry standards and training requirements. Student and industry feedback informs acquisition and upgrade decisions. Utilization monitoring optimizes resource allocation.

## Contact Information

**Head of Course Area:** For course-specific facility and equipment questions, maintenance issues and facility concerns, check with Student Services for contact details.

**Student Services:** For accessibility and reasonable adjustment requests, 1300 244 002, [academics@menzies.vic.edu.au](mailto:academics@menzies.vic.edu.au)

**Training Staff:** For safety training and equipment operation guidance, check with your Trainer/Assessor

## Related Policies

MITP20 Health and Safety | MITP83 Reasonable Adjustment | MITP32 Training and Assessment Strategy | MITP78 Work Placement Agreement | MITP86 Third Party Arrangements

This is a summary only. The complete policy is available from your Head of Course Area.