Staff capability, education resources and premises

Policy and Procedure No. 116
Staff capability, educational resources and premises

International Training College will ensure that the staff employed are suitably qualified or experienced in relation to the functions they perform for students. The educational resources of International Training College support the delivery of courses to students. The premises of International Training College, including the floor space available for each student, support students to achieve their course outcomes.

Purpose

To ensure International Training College is bound by The Australian Quality Training Framework 2007 (AQTF 2007) standards and The National Code 2007 in relation to the qualifications and experience of staff, educational resources and premises.

Scope

To apply to all owners and/or managers who are involved in the employment of staff, acquisition of educational resources and premises.

Procedure

- International Training College will ensure that staff, facilities, equipment and training and assessment materials used by International Training College are consistent with the requirements of the Training Package and International Training College’s own training and assessment strategies. (Element 1.3 AQTF 2007)

- International Training College will recruit trainers and assessors according to the Policy and Procedure No. 120 Selection, Recruitment and Staff Development.

- International Training College will induct staff according to the Policy and Procedure No. 119 Staff Induction.

- International Training College will ensure that adequate education resources, including facilities, equipment, learning and library resources are available to students, as required by the relevant Training Package and/or Accredited Training Course and International Training College’s own training and assessment strategies. (Element 1.3 AQTF 2007) A list of the available education resources is given in the International Student Handbook, Student Agreement and the Information Handbook for International Students.

- International Training College will ensure that premises, including tenancy arrangements for the premises, are as needed to deliver the Training Package or accredited course to the students enrolled with International Training College.
International Training College will notify DEEWR and State Registration Authority (CRICOS), associated governmental agencies, prospective students, Agents and the students enrolled with International Training College of any intention to relocate or expand premises at least 20 working days before the relocation or expansion.

References


Education (Overseas Students) Regulation 1998 (ESOS Act)

Australian Quality Training Framework 2007 (AQTF 2007)

Policy and Procedure No. 120 Selection, Recruitment and Staff Development

Policy and Procedure No. 119 Staff Induction