Institutional Facilities and Resources Planning and Review Framework

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Contact Officer	Registrar
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Related Documents	Library and e-Resources Policy Quality Assurance Framework Strategic Business Plan Risk Management Plan Academic Continuous Improvement Policy Academic Continuous Improvement Procedure

1. Purpose

The intent of this Framework is to ensure the appropriate planning, maintenance, review and improvement of facilities and resources used by the Australian Institute of Higher Education Pty Ltd ('the Institute').

2. Principles

The key principles informing this Framework are:
- That the Institute has well maintained facilities that are appropriate in scope and quality for the approved Mission and Goals of the Institute, and the mode of delivery of its courses;
- That the process of planning and review of facilities and resources forms an integral part of the overall quality management system of the Institute;
- That planning and review are informed by strategic and risk management plans.

3. Context

This Framework has been developed to strategically plan for the ongoing success and viability of the Institutes facilities and resources within a framework of ownership and accountability of Institute staff.

4. Scope

This Framework applies to all facilities at the Institute and all staff responsible for maintaining, reviewing and updating the facilities.

5.   Definitions

See the *AIH Glossary of Terms* for definitions.

6.   Policy Details

The Institute ensures that resources and facilities for all courses are adequate to meet projected enrolments for the course of study and for students to achieve the expected learning outcomes. The resources:

- Are sufficient to provide for each student at every stage of their course;
- Are appropriate for the type and level of the course offered;
- Are developed for classroom and individual student use and address specific student needs and course outcomes;
- Have sufficient equipment and support resources available for each enrolled student.

6.1   Lecture Rooms

All lecture rooms must be adequate for the size of the classes and mode of delivery. Proactive risk management is required to ensure that there is no overuse or overcrowding of lecture rooms.

The Executive Management Team must regularly monitor the size of the student body and ensure that a proactive approach is taken to acquire larger facilities prior to the student body reaching approved capacity.

Lecture rooms must be adequately fitted out with required technological equipment such as computers, audio-visual projectors, overhead projectors etc. and maintained on a regular basis.

The Executive Dean will ensure that maximum benefit is gained from teaching facilities through appropriate scheduling of lectures.

6.2   Library

The Institute library must acquire, preserve and provide access to a wide range of collections (both hardcopy and electronic) that are relevant to both the information required for course delivery and scholarly endeavours of staff and students.

The responsibility for development of the Library collections is shared between library staff and academic staff. Recommendations from students and other library patrons are encouraged.

The Institute library is provided with an annual budget to enable the purchase of all recommended reading material for all unit outlines in all courses and an annual budget for the purchase and development of library holdings and facilities.

For further information on the acquisition and maintenance of the library, refer to the *Library and e-Resources Policy*.

6.4   IT Infrastructure and Software

The Institute has adequate IT infrastructure and software to support student learning in its courses of study, including a website with current content, and ensures that students and personnel have ready access to online information and resources.

The responsibility for development of IT infrastructure and software lies with the Executive Management Team with input from the Executive Dean and academic Staff

6.5   Premises

The premise of the Institute provide a teaching and learning environment that is appropriately designed and equipped to support the range of courses and student support services offered.

The Institute ensures that students are safe and have access to facilities that support their education and that the premises comply with all relevant legislation and regulations.

The Executive Management Team are responsible for monitoring, planning and upgrading the premises as required.

6.6   Stakeholder Input and Feedback

Regular stakeholder input through the use of surveys will form a significant contribution to the review and maintenance of Institute facilities and resources. Refer to the *Academic Continuous Improvement Policy* and associated Procedure and the *Quality Assurance Framework* for further information.

Agents, students and staff will be surveyed on a regular basis. Stakeholders can also provide feedback informally by emailing or speaking with a member of staff.

Feedback will be reviewed by the Executive Management Team who will decide on an appropriate course of action.

7.   Legislation

This Policy complies with Higher Education Standards Framework standard 2.1 (Facilities and Infrastructure), which specifies that:

"Facilities, including facilities where external placements are undertaken, are fit for their educational and research purposes and accommodate the numbers and educational and research activities of the students and staff who use them.

Secure access to electronic information and adequate electronic communication services is available continuously (allowing for reasonable outages for maintenance) to students and staff during periods of authorised access, except for locations and circumstances that are not under the direct control of the provider.

The learning environment, whether physical, virtual or blended, and associated learning activities support academic interactions among students outside of formal teaching."

8.   Version Control

This Framework has been endorsed by the Australia Institute of Higher Education Academic Board as at August 2017 and is reviewed every 3 years. It is published and available on the Australian Institute of Higher Education website http://www.aih.nsw.edu.au/ under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2016.1	Registrar	Rebranded	6 July 2016	6 August 2016
2017.1	Registrar	Reviewed content	4 August 2017	7 August 2017