# Facilities, Resources and Infrastructure Policy

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# Contents

# 1.  CONTEXT

The *Facilities, Resources and Infrastructure Policy* acknowledges Australis Business School ("Australis") obligations under the Higher Education Standards Framework (Threshold Standards) 2021 and establishes facilities, resources and infrastructure management as integral to responsible business practice and governance.

# 2.  PURPOSE

The purpose of the *Facilities, Resources and Infrastructure Policy* is to set out how Australis will ensure that its facilities, resources and infrastructure are appropriately planned, maintained, reviewed and improved for its higher education courses so that they fully support the learning experiences of students and the working environments for all staff.

# 3.  SCOPE

This policy applies to all students and all staff of Australis including academic and non-academic staff, and board and committee members, both internal and external, as well as independent contractors and consultants. This policy covers all operations, activities and day-to-day decision-making under the direction of Australis.

# 4.  DEFINITIONS

See the Australis *Glossary of Terms* for definitions.

# 5.  POLICY STATEMENT

For the provision of high-quality learning and education of students, appropriate facilities and resources are required. Academic progression and completion rates, and graduate satisfaction are all related to infrastructure provision. Australis has well-maintained facilities, resources and infrastructure that are appropriate in scope and quality for the achievement of organisation goals and objectives.

Australis will ensure that resources and facilities are not only adequate for staff and students but also meet the Higher Education Standards Framework (Threshold Standards) 2021 requirements. Facilities must be fit for educational purposes and must also be able to accommodate the numbers of staff and students, including projected enrolments, who will be using them.

Learning resources and information and communication technology (ICT) must be appropriate to the level of study and offer ready and secure access for students and staff (refer to the *Facilities, Resources, ICT and Infrastructure Plan*). Learning resources must all be up to date with current industry developments and be acceptable in the relevant field of study (refer to the *Library Policy*). All students and staff must have equal access to resources (refer to the *Equity and Diversity Policy*).

# 6.  FACILITIES

Australis's campus is currently located at Level 15, 120 Spencer Street, Melbourne VIC 3000. Australis premises provide a teaching and learning environment that is appropriately equipped and designed to support the range of courses and student support services offered.

Australis ensures that students are secure and have access to facilities which support their learning, and that Australis premises comply with all relevant regulations and legislation.

The facilities available at this campus are:

- classrooms for face-to-face teaching
- classrooms with tables and chairs for students
- classrooms equipped with projectors, whiteboards and screens
- computer laboratory
- meeting rooms
- offices for staff
- printed learning resources
- kitchen for students and staff
- water fountains
- toilets

For Higher Degree Research students, a HDR study room will be available. This is a room for all HDR students to use and will include desks, computers, secure storage and will also function as a HDR student common room to allow HDR students to share and support each other with their research experience and learning.

# 7.  RESOURCES

Australis will ensure that it has adequate ICT infrastructure and software to support student learning in its courses of study, including a website with current content. Australis will also ensure that students and staff have timely and ready access to online information and resources such as the electronic learning management system.

The following facilities, resources and ICT infrastructure are provided by Australis for its staff and students:

- access to computers and necessary software, including Microsoft Office for all students once enrolled
- a printer facility with a monthly limit
- a Learning Management System via Moodle
- access to digital subscriptions for textbooks and other learning materials
- <span style="color:red">access to on-line instruction packages for different statistical methods e.g. U Arizona Consortium for Advancement in Research and Analytics (CARMA)</span>
- <span style="color:red">access to HDR research data analytical tools (such as but not limited to, SPSS, NVIVO, Amos)</span>
- library resources both on campus and online (refer to the *Library Policy*)

## 8.    HUMAN RESOURCES

Australis is concerned with the highest quality of training and learning for its students and ensures that there are appropriate and qualified staff for their education (refer to the *Recruitment and Selection Policy and Procedure*). Australis staff are committed to helping students achieve their learning outcomes and meeting the Graduate Attributes required.

Australis will ensure that:

- Staff have the appropriate qualifications and meet the requirements of the Australian Qualifications Framework (AQF) for the courses in which they are involved.
- There are sufficient staff for the numbers of students enrolled in courses.
- Staff will be available or can be called on for mentoring and assistance of students who have special needs or disability.
- Numbers of professional staff are appropriate for the numbers of students, and they have the required skill sets and training.
- Students have regular times for access to staff to assist them in their learning.

# 9.    Related Documents, External References and Version Control

## 9.1.    Related/Referenced Documents

- Equity and Diversity Policy
- Facilities, Resources, ICT and Infrastructure Plan
- Library Policy
- Recruitment and Selection Policy and Procedure

## 9.2.    Related Legislation and External References

- Higher Education Standards Framework 2021
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2021

## 9.3.    Version Control

| Version | Date | Reviewed/approved by | Key notes/changes |
|---------|------|----------------------|-------------------|
| 0.1 | 06/12/22 | Board of Directors (BoD) | Approved at the 06/12/22 BoD meeting. |
| 0.2 | 12/01/23 | Learning and Teaching Committee (LTC) | Reviewed and noted at the LTC meeting. |
| 0.3 | 31/01/23 | Academic Board (AB) | Approved at the 31/01/23 AB meeting. |
| 0.4 | 11/05/23 | LTC | Updated to reflect recommendations from expert reviewers, including timely and ready access to online information and resources such as the electronic learning management system |
| 0.5 | 11/05/23 | AB | Approved at the 23/5/23 AB meeting |
| 1.0 | 22/11/24 | Higher Degree Research Committee (HDRC) | HDR resources added |
| 1.1 | 29/11/24 | HDRC meeting | Updated section 6 Facilities and section 7 Resources. |
| 1.2 | 05/12/24 | AB | Approved at the 05/12/24 AB meeting. |

| 1.2 | 06/12/24 | BoD | Approved at the 06/12/24 BoD meeting. |

## 9.4. Document Review

- To be reviewed at least every five (5) years from the date of final approval