



# Facilities and Resources Review and Improvement Policy and Procedure

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## CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT .....	1
4	PROCEDURES.....	1
5	RESPONSIBILITIES .....	3
6	DEFINITIONS .....	3
7	RELATED LEGISLATION AND DOCUMENTS .....	3
8	FEEDBACK.....	3
9	APPROVAL AND REVIEW DETAILS .....	4

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## 1 PURPOSE

- 1.1 The objective of this policy and procedure is to ensure the appropriate maintenance, review and improvement of facilities and resources utilised by Polytechnic Institute Australia ('PIA') in order to facilitate the successful delivery of its higher education courses.

## 2 SCOPE

- 2.1 This policy and procedure applies to all PIA's facilities and resources at all campuses, and to all staff engaged in review and improvement activities.

## 3 POLICY STATEMENT

- 3.1 This policy and procedure is authorised by the Executive Management Committee to ensure that PIA has well maintained facilities and adequate resources for staff and students that are appropriate in scope and quality for the capacity of the Institute and mode of delivery of its courses.

## 4 PROCEDURES

### Stakeholder Feedback

- 4.1 Regular stakeholder feedback using survey instruments will inform PIA when reviewing the adequacy of its facilities and resources through the following process:<sup>1</sup>
- 4.1.1 The Student Experience Survey is conducted annually that includes questions on of PIA's facilities and resources.
  - 4.1.2 The Dean will email teaching staff soliciting feedback on on the quality of PIA's facilities and resources regarding any deficiencies or improvements from the point of view of learning and teaching.
  - 4.1.3 The Dean, as necessary, will meet with teaching staff to discuss issues raised and to formulate recommendations for improvement to be presented to the Executive Management Committee.

<sup>1</sup> Refer also section 6.1 of the *Quality Assurance Framework* – Stakeholder feedback

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**Page** 1 of 4

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## Facilities and Resources Review and Improvement Policy and Procedure

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- 4.1.4 The Dean will raise each improvement either through the Agenda or through discussion of the Executive Management Committee recommendations and strategies for improvements to facilities and resources.
- 4.1.5 The Executive Management Committee will recommend any improvements to facilities or resources for endorsement and then COO for budgetary alignment.
- 4.1.6 Where amounts not allocated in the budget are required for the improvement of facilities or resources, the approval process is required to be determined by the Quality and Risk Committee for unforeseen risk and Finance Committee for budgetary implications. The request for additional funding will need to take the form of a proposal.
- 4.1.7 All improvements that have been endorsed by the Executive Management Committee and have been financially approved will be tasked to the **Dean** for actioning. This will include being allocated to a responsible person for completion within an agreed timeframe.
- 4.1.8 Outstanding actions will be monitored by the Executive Management Committee until evidence of completion.

### Electronic Resources and Services

- 4.2 PIA will license and provide access to a wide range of collections that are relevant to both the learning needs and scholarly endeavours of teaching staff and students through the following process:
  - 4.2.1 The Dean has an annual budget for the licensing of electronic resources. Material to support learning and teaching is not limited to prescribed and recommended reading lists in unit outlines; requests for additional resources may be made to the Learning and Teaching Committee via the Dean.
  - 4.2.2 The electronic resources are the primary information source for teaching staff and students of PIA.
  - 4.2.3 At the end of each academic year, the Learning and Teaching Committee (through the Dean and Academic Learning Support Officer) is responsible for the annual review of PIA's online collection to determine what new materials will be subscribed to in the following academic year. This review of the resources will be based on recommendations made either through surveys or direct request from teaching staff to the Dean, and endorsed by the Learning and Teaching Committee with approval by the Academic Board in line with the budget.
  - 4.2.4 In instances where the review of electronic resources makes recommendations that exceed the budget, the Learning and Teaching Committee will provide a report to the Academic Board with the list of resources, associated costs and rationale for the increased expenditure. If the Academic Board approves this request, then the list will be referred to the Board of Directors for approval of the increased expenditure.
  - 4.2.5 Where a review of courses results in the approval of new/revised units of study and/or new prescribed or recommended texts and readings that are not textbooks, these resources must be available online or as PDFs in the appropriate unit site, and copies must comply with the Copyright Agency Licence.
  - 4.2.6 The Dean must ensure adequate computers are available for students to access online resources.
  - 4.2.7 Where the Dean identifies insufficient computers are available for students to access online resources and e-books a request for additional resources is to be made to the Chief Operating Officer.

### Ongoing Review

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**Page** 2 of 4

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Polytechnic Institute Australia Pty Ltd.

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# Facilities and Resources Review and Improvement Policy and Procedure

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- 4.3 The Executive Management Committee will continuously review the efficacy of facilities and resources in their areas of responsibility through the following process:
- 4.3.2 Each member of the Executive Management Committee will be required to report at each meeting on any issues related to facilities and resources that have arisen since the previous meeting (including any issues related to Workplace Health and Safety). This will be a standing item on the agenda for meetings of the Executive Management Committee.
  - 4.3.3 Where improvements to PIA's facilities and resources need to be addressed, any actions required will be decided upon by the Executive Management Committee and will be allocated to a responsible person for completion within the agreed timeframe.
  - 4.3.4 The Executive Management Committee will monitor outstanding actions until evidence of completion.
- 4.4 The Dean will report annually on improvements to facilities and resources to the Learning and Teaching Committee.

## 5 RESPONSIBILITIES

- 5.1 Through a regimen of regular review and feedback from various stakeholders, the Executive Management Committee and the Learning and Teaching Committee will monitor the efficacy of PIA's facilities and resources and action enhancements and improvements where necessary.

## 6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the PIA glossary.

## 7 RELATED LEGISLATION AND DOCUMENTS

### Documents

Quality Assurance Framework

### Higher Education Standards Framework

- 7.1 This policy and procedure complies with the Higher Education Standards Framework (Threshold Standards) 2021, Standard 2.1, which states:
1. 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.
  2. 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.

## 8 FEEDBACK

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**Page** 3 of 4

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8.1 PIA staff and students may provide feedback about this document by emailing [policy@pia.edu.au](mailto:policy@pia.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Executive Management Committee
Administrator	CEO
Approval Date	20 April 2022

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**Page** 4 of 4

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