



## Facilities, IT Infrastructure and Resources Policy

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<b>Related Policy/Procedure:</b>	<ul style="list-style-type: none"> <li>➤ Facilities, IT Infrastructure and Resources Plan</li> <li>➤ Library Plan</li> <li>➤ Workforce Plan</li> <li>➤ Human Resources Policy</li> <li>➤ Staff Recruitment Policy</li> </ul>		

# Facilities, IT Infrastructure and Resources Policy

## Purpose

This Policy sets out how Lyons College will ensure that facilities, infrastructure, IT and Resources are appropriate for the provision of higher education and Vocational Education and Training courses and services.

## Scope

This Policy covers all of Lyons College operations in the provision of higher education and Vocational Education and Training courses and services.

## Policy

Lyons College will ensure that there are sufficient resources and facilities available to staff and students, with projected student enrolments and staffing levels factoring in planning and acquisition of resources and facilities. The resources and facilities must be of sufficient quality to enable and encourage students to achieve the expected learning outcomes and help them achieve their academic endeavours.

Learning resources will be appropriate for the level of study, with sufficient access and availability for students and staff. Learning resources must be current, authoritative and accepted in the relevant field. All students enrolled in a course must have the same access to and availability of learning resources.

## Facilities

Lyons College currently has a head office and campus located at Level 4, 303 Collins Street, Melbourne. The physical facilities available at the head office and campus include:

- Classrooms for face to face teaching and classes
- All classrooms equipped with large display screens and computer
- All classrooms have “desk chairs” for students
- Computer laboratories with computers for the use of students
- Library
- Student kitchen
- Water fountain with natural mineral water
- Student break out area
- Separate male and female toilets
- Access to a disabled toilet in the building
- Office areas for staff
- Meeting rooms
- Separate staff kitchenette
- Shower

## **Resources**

Lyons College currently provides the following resources and IT infrastructure for staff and students:

- Access to computers and software
- Students have free student access to Microsoft Office while enrolled
- Free wireless internet for staff and students
- Printer facility for students with free monthly printing limit
- Moodle as a learning management system
- Access to digital subscriptions for textbooks and other learning material

## **Human Resources**

Lyons College will ensure that staffing is appropriate to students to achieve the expected learning outcomes and help them achieve their academic endeavours. This covers both academic and administrative staff. In relation to staffing, Lyons College will ensure that:

- there are sufficient academic staff for the number of students enrolled in courses
- academic staff have appropriate qualifications for the courses they are involved with
- there are sufficient administrative staff for the number of students enrolled in courses
- administrative staff have the appropriate skills and experience to fulfil their roles
- students have access to staff to help them achieve their academic endeavours

Lyons College will achieve these requirements through various Policies, Procedures and Plans as outlined in Related Policy/Procedure section above.