Metavision Institute Pty Ltd
A.C.N 102 838 844

Campus Facilities and Resources Management Policy

Purpose

Metavision Institute is committed to providing quality on-campus teaching spaces and learning resources for students to ensure a positive study experience. The purpose of this policy is to ensure there are robust and effective processes in place for planning and monitoring third party agreements for the provision of campus facilities and resources, to ensure a quality learning environment and the successful delivery of its higher education courses.

Scope

This policy applies to on-campus physical teaching and learning spaces, and other on-campus resources for students.

Relevant TEQSA Threshold Standards

This policy aligns with

Related HESF Domain	Section	Standard
Domain 2: Learning Environment	2.1	Facilities and Infrastructure
Domain 5: Institutional Quality Assurance	5.3	Monitoring, Review and Improvement
Domain 6: Governance and Accountability	6.2	Corporate Monitoring and Accountability

1 Policy

1.1. Metavision Institute is committed to providing a safe environment for all students and staff, including providing a safe environment on campus and advising all students and staff on actions they can take to enhance personal security and safety.

1.2. The allocation of learning spaces and resources, both on-campus and virtual, is planned on a semester-by-semester basis according to student enrolments and timetabled classes. Planning will ensure facilities and infrastructure are sufficient and appropriate to the nature of the intended learning outcomes and student cohort, and that students have access to secure ICT facilities and systems that support their learning and enable interaction with staff and other students outside of formal teaching.

1.3. Regular evaluations of campus facilities and resources will be undertaken with academic teaching staff and students, and recommendations for improvement will be reported to Metavision Institute's Academic and Governance Boards.

1.4. All staff members are responsible for reporting on-campus and virtual quality and safety concerns as they arise.

1.5. The Chief Executive Officer is responsible for addressing identified maintenance needs with the third-party provider and for liaising with them about quality and safety concerns.

2 Implementation

2.1 The Dean allocates classrooms for timetabled workshop intensives according to timetabled units and student enrolments, and plans to meet any identified shortage of classrooms in a timely manner.

2.2 Timetabled room allocations are checked against projected and actual student enrolments on a weekly basis prior to the start of each semester.

2.3 The Chief Executive Officer addresses identified maintenance needs with the third party provider of on-campus facilities in a timely manner.

3 Implementation

3.1 Governance Board

3.1.1 Approves, provides oversight and reviews this policy.

3.1.2 Monitors the third party agreement for the provision all facilities and resources, and plans improvement actions when necessary.

3.2 Chief Executive Officer

3.2.1 Provides oversight of the provision of on-campus facilities and resources by the third party provider, and for liaising with the third party provider about quality and safety concerns and facility maintenance needs.

3.3 Dean

3.3.1 Ongoing planning to ensure the availability of quality on-campus and virtual facilities for Metavision Institute's higher education courses according to student enrolments and projected student growth.

3.4 Staff members

3.4.1 Report on-campus and virtual quality and safety concerns and facility maintenance needs as they arise.

Definitions

Term	Definition
Campus facilities	Refer to physical teaching and learning spaces, including training rooms and student break out areas. Resources refers to on-campus resources provided for students, including Wi-Fi, break-out areas and access to kitchen facilities. This also includes virtual learning environments and systems that support student study, collaboration, and wellbeing..
Resources	On-campus resources provided for students, including Wi-Fi, break-out areas and access to kitchen facilities.

Related Documents

Category	Documents
Policies	Critical Incident Policy Quality Assurance Policy
	Risk Management Framework
	Student Grievance, Complaints and Appeals Policy (Non-academic)
	Third Party Arrangements Policy

	Workplace Health and Safety Policy
	Critical Incident Policy Quality Assurance Policy
	Risk Management Framework
Other	Risk Register
	Formal Complaints and Appeals Lodgement Form

Version Control

Field	Detail
Document Title	Campus Facilities and Resources Management Policy
Approved by	Governance Board
Version No.	V1.1
Date approved	
Replaces Version No.	V1.0
Next review due	3 years after approval
Custodian	Dean