

Resourcing Policy and Procedure

Policy Statement

Deltawest Training has access to sufficient resources, for all of its scope of registration consistent with its training and assessment strategies and Business Plan.

Responsible Person / Authority to Change

Chief Executive Officer

Link/s to Regulatory Requirements

Standards for RTOs 2015: Clauses 1.3 and 1.7.

Procedure:

1. Sufficient Resources

- Deltawest Training ensures that it has sufficient:
 - trainers, assessors, and support personnel for delivery of training and assessment
 - educational and support services to meet the needs of the students undertaking training and assessment.
 - learning resources for students to enable them to meet the requirements for each unit of competency in which they enrol.
 - facilities, plant, vehicles, and equipment to accommodate and support the number and type of courses and the number of students undertaking training and assessment at Deltawest Training.

2. Educational and Support Services

- Deltawest Training educational and support services may include, but are not limited to:
 - pre-enrolment information including information on licensing requirements and testing.
 - training and assessment programs contextualised to the workplace.
 - scheduling and delivery of training and assessment to suit both employed and unemployed applicants.
 - comprehensive training materials addressing course requirements.
 - handouts, videos, training aids and reference resources to complement training materials.
 - one-on-one in-class support when required.
 - additional time or one-on-one coaching outside class when necessary to support learners to achieve competency.
 - a link in the Student Handbook to services accessible through the WA Department of Health website at <https://healthywa.wa.gov.au/Service-search>, including:
 - adult mental health services
 - alcohol and drug information services
 - counselling services
 - clinical psychology services
 - emergency departments
 - financial counselling services
 - GPs and hospitals

- Mediation services
- pain management services
- parenting and family support services
- walk-in centres.
- o LLN testing at enrolment using Deltawest Training's
 - general LLN test that can also be split to focus on just reading, writing or numeracy
 - customised LLN test for those enrolling in truck driver training, gas training or fire training
- o referral to language, literacy and numeracy (LLN) programs if required via links in the Student Handbook to language, literacy and numeracy programs, including:
 - the Reading Writing Hotline website at www.readingwritinghotline.edu.au
 - Read Write Now <http://www.read-write-now.org>
 - Adult Migrant English Program (AMEP)
 - <https://www.northmetrotafe.wa.edu.au/courses/study-types/amep> or
 - <https://www.southmetrotafe.wa.edu.au/courses/study-types/amep>.

3. Resources, Facilities and Equipment

- Deltawest Training has training/meeting rooms within its current business with access to resources and equipment typical of that used in the industry. Equipment is maintained and students are apprised of safety requirements for training activities and use of facilities and equipment.
- Specialised plant, equipment, and vehicles for each of the units on scope are listed within the training and assessment strategy for each unit.

Links to other systems, processes, or documents:

- Student handbook
- Website information
- Training and assessment strategy
- Learning and assessment materials.