

	Title: RESOURCE REVIEW POLICY (VET)	
	Version: 2.00	Date: 20/09/2017
	Policy Area: Academic	Next Review: 20/09/2019
	Approval: Academic Board	Signature: 

RESOURCE REVIEW POLICY (VET)

Vose Seminary is committed to the review of all physical equipment and resources utilised in the Training and Assessment Services provided by Vose Seminary and its partners. Resource reviews will be undertaken by training staff prior to the commencement of each course delivery to determine the currency, sufficiency and effectiveness of existing resources and location and will also be required within the development of new course deliveries.

Resource Review Procedures

Pre course review

- Prior to each course delivery by Vose Seminary, each trainer will complete a *Resource Review Report* to ensure that required resources are current, sufficient and effective and in accordance with the relevant training package requirements.
- The Director of Vocational Education Training shall ensure that any identified deficiencies in the Resource Review Report are rectified prior to course commencement.

New course development

- The Director of VET shall require the completion of a 'Resource Review Report' within the development of each new course or scope amendment. The review shall include a focus on:
 - Context and specific resources for assessment
 - Range statement resource requirements
 - Critical aspects of assessment.

Annual Resource Review

- The annual resource review of each course on Vose Seminary's scope will be scheduled within Vose Seminary's continuous improvement schedule and review:

RESOURCE REVIEW POLICY (VET)	Version V2.00
Filename: Resource Review Policy (VET) – V2.00	Page 1 of 3

- Updated training packages
 - Delivery Facilities
 - Required Equipment
 - Training Tools
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- The annual resource review of each course shall be completed with the completion of a 'Resource Review Report' that identifies the outcomes of the resource review and all courses analysed within the review

The completed report should be provided to the Vose Seminary Management for review, rectification and Principal or delegated authority sign off and upload to Audit Ready and save to Vose Seminary Drive.

Staff Resource Review

The development and or review of each Course Training and Assessment Strategy will feature the identification of the assigned Training and Assessment staff. All staff identified within each Training and Assessment Strategy will be limited to those who have previously provided evidence of their vocational competency, training qualification and current records of professional development supporting their current competencies. (Please refer to 'Staff Qualifications Matrix')

RESOURCE REVIEW POLICY (VET)	Version V2.00
Filename: Resource Review Policy (VET) – V2.00	Page 2 of 3

Appendix: Document History and Version Control Record

Document Title: RESOURCE REVIEW POLICY (VET)

Source Documents: 20150618 - Training and Assessment Strategy Cert IV L&M 2015
20150618 - Training and Assessment Strategy Cert IV MIn 2015
20150618 - Training and Assessment Strategy Dip L&M 2015
20150618 - Training and Assessment Strategy Dip Min 2015
10573NAT Certificate IV in Ministry – V2 (approved course document)
10574NAT Dip of Ministry – V1 (approved course document)

Associated Internal Documents:

Associated External Documents [Standard 1.3](#)

Authorised Officer: Daniel Bonallack Compliance & Administration Officer

Approved by: Academic Board

Date of Approval:

Assigned Review Period: As per the review schedule

Date of Next Review: 20/09/2019

Version Number	Version Date	Authorised Officer	Amendment Details
D0.01	12.01.2016	Daniel Bonallack VET Compliance and Administration Officer	Verification of existing approved policy from both relevant T&A documents and course documents for review and approval by Director
V1.00	30.03.2016	Monica O’Neil Director Vocational Education Training	Approved Draft
V2.00	20/9/2017	Cate Vose	Updated approved draft