

STUDENT ACCESS TO EQUIPMENT & FACILITIES POLICY

1 Purpose

AFTRS has a wide range of equipment and facilities for use by students in their studies. This equipment ranges in quantity and quality to match the varied requirements of coursework and related practice. This policy sets out the parameters governing access to equipment and facilities in order to ensure their ongoing availability and reliability.

2 Scope

This policy applies to Award Course students only. Students in Open Program courses do not have access to equipment and facilities beyond that included in their course.

3 Policy Statement

Award Course students are able to access equipment and facilities throughout the duration of their course for Coursework Related activities. The equipment and facilities available to a student will be limited to what is relevant to the course they are enrolled in. Access is granted subject to successful completion of the Permissions Scheme and ongoing compliance with relevant school policies and health and safety requirements.

Students are required to take full care and responsibility for all equipment and facilities. At AFTRS sole discretion, Students will be liable for any loss or damage. Under no circumstances may AFTRS equipment or facilities be used for commercial gain or for the benefit of any third party. Any breach of this policy may be considered misconduct.

3.1 Permissions Scheme

The Permissions Scheme is used to manage access to equipment and facilities for the primary purpose of ensuring the safety of students and others and the care of the equipment. The requirements to gain Permissions are specified in the *Student Access to Equipment and Facilities Procedure (the Procedure)*. In all cases, Permissions requirements include a Health & Safety component. The Permissions Scheme does not provide equipment training.

Permissions sessions for equipment and facilities that are essential for a course will be conducted as part of that course. Additional Permissions can be attained individually by appointment with the Technical and Tutorial Support Office.

3.2 Use of External Equipment

In order to minimise the impost on external suppliers and to manage the school's liability, a student may not enter into any agreement to hire or borrow equipment or facilities with an external supplier without prior approval. Approval is solely at AFTRS discretion and may only be granted for Coursework Related activities.

3.3 Priority of Activities

Use of equipment and facilities for all teaching activities is managed through course administrators and will always take precedence over other activity. Whilst course administrators seek to book equipment and facilities well in advance, it may be necessary to cancel other bookings with limited notice to meet these requirements.

3.4 AFTRS Vehicles

AFTRS Vehicles are only available for activities directly associated with assessable production activities. Access to the vehicles requires a current valid Australian driving licence, which will be kept on file. Additional requirements for access to these vehicles are specified in the *the Procedure*. All use of vehicles must be accurately recorded in the vehicle log.

All traffic and parking fines are the responsibility of the borrower.

Access to vehicles will be revoked due to unpaid fines, repeated fines, loss or damage to the vehicle, which may be considered misconduct.

3.5 Incident Management

Any incident such as theft, loss or damage to equipment or facilities must be reported as soon as practical to the Director of Technology & Infrastructure either directly or via the relevant department. An incident report must include as much detail as possible in order to properly assess, or where relevant refer, the incident.

4 Definitions

The following definitions apply to this policy:

Award Course students: Any student undertaking a course leading to a formal qualification.

Coursework Related: Any activity that is required by the course the student is enrolled in or any activity that assists the student in achieving the learning outcomes for the course the student is enrolled in as detailed, and as detailed in any guidelines issued from time to time.

Authorisation and Distribution

Authorisation	CEO
Date	17 November 2015
Responsible Officer	Director, Technology & Infrastructure Chief Operations Officer
Contact Officer	Director, Technology & Infrastructure
Effective Date	20 January 2016
Distribution	Intranet, Student Policies page on AFTRS website & Moodle
Review Date	One year from effective date; earlier or later dependent on external factors such as legislative reform. 17 November 2016
Current version Supersedes	Student Access to Equipment and Facilities Policy v4.1 Access to AFTRS Equipment and Facilities Policy 2010
Associated Documents	Student Access to Equipment & Facilities Procedures