



Institution	Mercury Institute of Victoria
Policy Name	Resource Acquisition Policy and Procedure
Policy Governance	Compliance Manager
Date of Approval	April 2022
Review Date	April 2023

PURPOSE

The resources used by Mercury Institute of Victoria across all of its operations are consistent with current industry standards and training package requirements.

SCOPE

This policy applies to all areas offered in the Mercury Institute of Victoria scope of registration.

1. POLICY

The resources used by Mercury Institute of Victoria across all of its operations are consistent with current industry standards and training package requirements. It is intended that the appropriateness of the resources in place are confirmed as a result of thorough planning and systematic monitoring, and implementing any necessary improvement through Quality Assurance Policy and Procedure. The physical and learning resources specified in each training and assessment strategy for the relevant qualification are to be used across all of Mercury Institute of Victoria's operations by staff and students.

2. PROCEDURE

Mercury Institute of Victoria's currency, sufficiency and effectiveness of the staff, facilities, equipment and training and assessment materials are systematically reviewed, and improvement is demonstrated through a continuous improvement calendar and annual evaluations of the resource requirement and their currency check.



Mercury Institute of Victoria uses facilities, equipment and training and assessment materials that provide training and/or assessment services to accommodate student needs, delivery methods and assessment requirements. Policies, procedures, forms and reference documents, including Student Handbook, are continually subject to review and improve. At least once a year documents will be amended or revised. A version numbering system used by Mercury Institute of Victoria and all new version documents are recorded in *Version Control Register*.

Mercury Institute of Victoria's Training Coordinator ensures that policy is implemented and used by all staff, including Trainer/Assessor. This is achieved through:

- a) Mercury Institute of Victoria staff will use the most current versions of training and assessment resources. The Training Coordinator will ensure that training and assessment resources are printed as needed and not stockpiled during the study period.
- b) Staff and students have access to the required resources, facilities and equipment. If Trainers/Assessors are using their personal training handouts resources, then these need to be quality assured by the Training Coordinator.
- c) Where Mercury Institute of Victoria purchase commercial training and/or assessment resources, these are quality assured, contextualised and reviewed against the requirements of the training package course, and fit for purpose for Mercury Institute of Victoria students by Training Coordinator.
- d) Facilities and equipment are available to deliver the course.
- e) Support staff or resources are available as required to meet the needs of students.
- f) All updated version documents are available in Google Drive for Trainers and staff to access.
- g) Student Management System to input current result of students, and to retain required AVETMISS data.
- h) Strategies that continually monitor the adequacy of current facilities and



equipment, and identify future requirements.

- i) End of the term feedback collected from Trainers and students to identify any resource requirements for student or Trainer/Assessor

Currency, Sufficiency and Effectiveness

The currency, sufficiency and effectiveness of resources may be affected by changes to:

- Training package content
- Training and assessment activities
- Mercury Institute of Victoria's personnel
- Equipment and processes used by industry
- Legislation and regulations
- Learner's needs
- Modes of delivery

Systematically reviewing and making improvements

Reviews of resources should take place annually by Training Coordinator, as well as when there is an internal audit or when there is a change of the kind listed above, and as part of the continuous improvement cycle.

Mercury Institute of Victoria will maintain contact with an independent consultant to assist in conducting internal self-audits as required.