
FACILITIES AND INFRASTRUCTURE POLICY

1 Purpose

This policy outlines ANZSOG's approach to facilitating onsite classes using venues and supporting infrastructure of conferring university partners or other organisations for the delivery of the Executive Master of Public Administration (EMPA) program.

2 Scope

This policy applies to the selection of external facilities with supporting infrastructure for the delivery of learning activities as required in the core subjects of the EMPA program.

3 Guiding Principle

- 3.1 The purpose of this policy is to ensure the appropriate selection of external learning spaces when delivering the EMPA core subjects.
- 3.2 Such facilities and infrastructure may cater for a range of learning activities such as: lectures, panels and debates engaging expert industry speakers, small group seminar and tutorials, self-directed student group work, group presentations, field trips and site visits.
- 3.3 Students will not incur supplementary charges for accessing external facilities and infrastructure arranged by ANZSOG.
- 3.4 ANZSOG staff supporting EMPA delivery will ensure all reasonable checks have been made to confirm the venue meets all workplace health and safety requirements, is fit-for-purpose, is accessible and has adequate supporting infrastructure such as audio-visual and technical aides etc prior to confirming reservations for facilities.

4 Policy Statement

- 4.1 ANZSOG sources external venues for a range of core subject learning activities.
- 4.2 EMPA students are expected to comply with all conditions or requirements, as stipulated by the facility owner, regarding the use of these facilities and supporting infrastructure.
- 4.3 Such facilities may include classrooms, lecture theatres or seminar rooms as well as audio-visual equipment, and secure information and communications technology systems.
- 4.4 When booking external facilities consideration is given to:
 - i. Capacity to accommodate student numbers
 - ii. Secure access for students and staff to rooms and systems for authorised periods
 - iii. Appropriate design for effective learning activities with opportunities for student collaboration such as group work, team building or informal learning activities
 - iv. Ability to integrate learning activities across physical and online settings, including enabling blended learning approaches
 - v. Accessibility for students with a disability
 - vi. A safe learning environment for students and staff

5 Definition of Terms

Terms	Definition
Authorised user	any person authorised by ANZSOG to access its information systems.
Information Communication Technology	refers to ANZSOG ICT platforms, particularly the Learning Management System (LMS), that EMPA students, subject leads and other authorised users will be able to access for the purposes of research, teaching, learning and administration, and in accordance with need and available resources.
Facilities	refers to buildings, fixtures, and equipment necessary for the effective and efficient operation of the EMPA program, classrooms, libraries, rooms and other physical space for teaching, research or group study.
Learning Environment	refers to the educational space within which formal teaching and learning activities and associated academic interactions occur between teacher and students, or between students as peers. It can include the physical learning space such as a classroom, lecture theatre or seminar room as well as, virtual or blended learning platforms enable by technology and software.
Supporting Infrastructure	refers to the technological platforms including applications, systems, software and networks supporting the learning activities of the core subjects of the EMPA program.

6 Related Policies

- Assessment
- Attendance
- Delivery with Third Parties
- ICT
- Learning Resources and Education Support
- Program and Learning Design
- Student Disability Policy
- Student Wellbeing and Safety

6 Version History

Version Number	Audience	Responsibility	Approved By	Date Approved	Last Reviewed
1	EMPA students Subject Leaders ANZSOG EMPA Delivery Team	ANZSOG Chief Operating Officer	Associate Dean, UR and CEO	2020	July 2020