


<b>POLICY</b>		
<p>Ref. to Legislative Frameworks:</p> <p>HESF2015: Standard 3.3</p> <p>SRTO2015: Standard 1.3</p> <p>National Code 2018: Standard 14.2</p>	<b>Access to Facilities and Hours of Operations</b>	
Version: 3.4	Policy Owner: CEO	Issued on: 15/02/2024 Review by: 15/02/2026

### Revision History

Current Version	Description of Change	Policy Developer(s)	Effective Date
3.3	<p>Applied non-material changes</p> <p>Updated the layout to align with the current template of policies and procedures</p> <p>Added references to National Code 2018</p>	Quality Assurance Support Officer	06/04/2018
3.4	Added Perth references.	Compliance Department	15/02/2024

## **PURPOSE**

This policy informs the students and staff members of the arrangements for access to the facilities of Academies Australasia Polytechnic (AAPoly). It should be read in conjunction with the policy and procedure on Learning Information and Resources.

## **POLICY STATEMENT**

AAPoly is committed to the efficient running of its operations in each of its teaching locations and ensures that students have ready access to the facilities that they need to meet their respective study and organisational objectives.

## **SCOPE**

It applies to all staff, visitors and students of AAPoly and Federation University Australia's courses at AAPoly teaching locations in Melbourne, Sydney and Perth.

## **DEFINITIONS**

Teaching locations	Venues and facilities approved by the registration authorities as compliant with the prescribed standards applicable to delivery of accredited courses to international and domestic students
Hours of Operations	Specific timelines in which AAPoly is open for business and academic activities

## **POLICY GUIDELINES AND PRINCIPLES**

### **1. Hours of Operations**

For the purpose of timetabling and scheduling, Bourke Street (Melbourne) and Roe Street (Perth) campuses will be open for students and staff access from 8.30 AM to 9.30 PM Monday to Friday. Goulburn Street (Sydney) campus will be open for students and staff access from 8.30 AM to 8.00 PM Monday to Friday. Swanston Street Campus (Melbourne) will be open from 8.00 AM to 10.00 PM Monday to Saturday. Hours of operations are subject to the security guidelines of each teaching location. AAPoly Library on Level 7, 628 Bourke Street is open from 9:00 AM to 5:00 PM Monday to Friday.

### **2. Security Access Guidelines for students and staff**

Each teaching location may implement different security access guidelines depending on their specific venues and facilities.

### **3. Notice to Students and Staff**

Students and staff based on each teaching location will be informed of the Hours of Operations and any restrictions to their access. The notice of the Hours of Operations

for each teaching location will be clearly displayed. If there are any restrictions or limitation implemented by each teaching location, these will be administered by the security access guidelines for that site.

#### **4. Accessibility**

In order to access AAPoly's teaching locations, it is a requirement that every student or staff must present either AAPoly or Federation University student identity card. Permanent staff members will be equipped with access cards according to the needs of their respective roles. Sessional teaching staff members will be equipped with access cards according to their teaching needs which may be on Saturdays. Contractors will be required to access the facilities only during office hours and must be accompanied by a permanent staff member, unless specific arrangements approved by the CEO or General Manager, Operations and Risk Management.

### **RESPONSIBILITIES**

- The Academic Dean is responsible for ensuring that all teaching staff and students receive, understand and comply with this policy.
- The Chief Executive Officer is responsible for ensuring that all general staff and contractors receive, understand and comply with this policy
- Student Services will monitor the implementation of this policy and its accompanying procedure and report to the Academic Dean or the CEO, on any issues as they arise.

### **FEEDBACK**

Queries or comments about this policy should be emailed to the Academic Dean through [academicdean@aapoly.edu.au](mailto:academicdean@aapoly.edu.au). The Academic Dean will respond to the inquiry or feedback in writing within two (2) weeks after the receipt of the email, unless an urgent or immediate response is required. The queries or comments will be recorded in the Continuous Improvement Register and form a part of policy and procedure review for quality assurance.

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## References

Source	Document Title	Version/Date
Internal	AAPoly Learning and Information Resources Policy and Procedure	v. 5.2/18012018
External	ASQA Standards for Registered Training Organisations	2015
	Higher Education Standards Framework	2015
	National Code of Practice for Providers of Education and Training to Overseas Students	2018