

## CHS Facilities and Electronic Infrastructure Policy

<b>Document ID</b>	<b>CHS Facilities and Electronic Infrastructure Policy</b>
<b>Category</b>	Administration
<b>Document Owner</b>	Campus Manager
<b>Approved by</b>	Board of Directors
<b>Authorised by</b>	Board of Directors

### Version Control

Version	Summary of changes	Approval date	Review Date
1.0	Document Established	Academic Board: 14 December 2018 Board of Directors: 18 December 2018	20 December 2020
1.1	Minor changes to the job title and extension of review date	CEO: 12 October 2023	12 October 2024

## Table of Contents

1	Purpose .....	2
2	Scope .....	2
3	Policy Statements .....	2
4	Process for Facilities Planning.....	3
4.1	Student Equipment.....	3
4.2	Laboratories.....	3
4.3	Textbooks .....	3
4.4	Review Process .....	3
5	Records .....	4
6	Related Documents .....	4
7	Related legislation .....	4
	Annexure A .....	5
	Typical Electronic Infrastructure Inventory .....	5

## 1 Purpose

This policy is intended to provide a clear framework for provision of facilities and electronic infrastructure to support the delivery of the CHS courses in an optimum manner.

## 2 Scope

This policy applies to all campuses and premises that are intended to house the CHS's higher education operations.

## 3 Policy Statements

CHS is committed to providing well-appointed student friendly and fully functional campuses centrally located and accessible by public transport. CHS believes that a cheerful and student friendly campus will stimulate greater interaction among students and staff, and engender higher interest in engagement, learning and collaboration. Facilities need to accommodate all of the College functions optimally in each location. The required facilities, including number of classrooms, amenities, library, computer lab, break-out areas and reception of students and visitors are primarily influenced by the number of active students studying on campus and modes of study. This includes the space needed to accommodate the executive team as well as academic and administrative staff. In short, facilities must be suitable for the following functions:

- Provide for an excellent learning environment that is healthy, cheerful and inviting with the appropriate level of security, safety and ambience
- Accommodating academic, administrative and support staff;
- Holding meetings, workshops and seminars;
- Holding normal classes;
- Library and computer labs;
- Kitchen, toilets and other amenities;
- Student and visitor reception and display of necessary signage and information;
- Provision for counselling (private) room; and
- Accommodation for hardware and services.
- Space may also be needed for a prayer room.

The College applies the principles of outsourcing or co-sourcing with respect to major equipment, facilities and infrastructure required to carry out its operations. This policy is cost effective as it will permit utilisation of resources for multiple purposes thus reducing cost. It will also allow provision of investment in advanced systems and electronic infrastructure as the cost will be amortised among multiple users.

- All CHS web hosting and remote storage needs are to be via reliable service providers;
- CHS will operate a number of desktop computers supported by a local network server to support the College's operations at each campus location; and
- All data held on remote hosts are backed up in real time for business recovery in case of system failures.

Note that CHS has signed an agreement with ECA (CHS's parent organisation) for the provision of campus, facilities and electronic infrastructure that will support the operations of CHS till 2024.

## 4 Process for Facilities Planning

- The certificate of occupancy must state that the premises is fit for educational purposes and show the number of occupants that the premises can hold at any particular point in time (known as building capacity).
- The premises must have a purpose-designed lay-out and fit-out that is consistent with the proposed usage, reflect fire safety requirements and minimises noise while has adequate ventilation, heating and air-conditioning capacity.
- The premises can be utilised in single or multiple shifts (maximum 4 shifts per business day and 2-3 shifts on Saturdays).
- Use the Workforce Plan to determine the number of staff required at any point in time.
- Determine the total student capacity at any point in time after allowing for staff numbers present at that point in time.
- Schedule classes in shifts and estimate the total maximum required capacity (i.e. all staff plus total students in each shift).
- Compare the total required capacity at each shift with the total available capacity, allow for at least 10 to 15% additional space to cater for fluctuations in enrolments. Use Annexure A as a guide to the equipment needed in each campus, including the audio-video and wireless connection to the internet and CHS intranet in the classrooms.

### 4.1 Student Equipment

CHS requires that all its students should have their own laptop computer. However, the College provides multiple desktop computers with full suite of software that will be available for student use as needed. While students may access their course information and the relevant learning resources online, it is not essential for them to be online continuously while studying as the course offered is not an e-learning program; it is sufficient to access the internet at intervals as and when needed.

### 4.2 Laboratories

At present, CHS does not require physical laboratories for the delivery of the proposed courses. Therefore, CHS does not propose to invest in physical laboratories in its first phase of operation (2020 to 2024). The need for special laboratories will be re-assessed once the College decides to deliver new courses and programs that require lab-based teaching.

### 4.3 Textbooks

CHS's library will provide multiple copies of the prescribed textbooks for each unit of study. In addition, the College will advise students to purchase a single textbook to support each unit of study where relevant. The emphasis is however on provision of electronic learning materials that support action-research learning.

### 4.4 Review Process

CHS shall review its accommodation and physical infrastructure needs annually to ensure that the accommodation and facilities provided meet the needs adequately. The underlying approach is to improve the quality of the campuses for educational support and ensure that the capacity is in line with the growth of student enrolment.

## **5 Records**

Records associated with this policy will be maintained according to the Records Management Policy and Record Retention and Disposal Schedule.

## **6 Related Documents**

- CHS Facilities and Electronic Infrastructure Plan

## **7 Related legislation**

- Higher Education Support Act 2003
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
- Standard 6.8 and 6.9 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code 2018)
- Standards 2.3.5 and 6.2.1.j of the Higher Education Standards Framework (Threshold Standards) 2015

## Annexure A

### Electronic Infrastructure Inventory per campus

Hardware/Service	Specification	Quantity
<b>Internet</b>	Fibre Optic services	1
	Redundant Fibre optics	1
<b>Server</b>		
	Lenovo R630 (2 CPU, 8 Core per CPU , 1*3TB , 96GB RAM , Quad Network Card)	1
	VMware License	1
<b>Server Room Infrastructure</b>		
	2.5-3.5 KW Air Conditioner	1
	42RU Rack Server	1
	Rack Mount PDU	2
	UPS (APC Smart-UPS X 2200VA)	1
	Cable Management	3
	Power Points	10
<b>Network Infrastructure</b>		
	Fortigate Firewall	2
	HP Switch 48 Ports	2
	Firewall Configuration	1
	Switch Configuration	1
Staff	HP 1920s POE Switch	2
Wireless Network	Xirrus AP + Licenses	8
<b>Internal Network Infrastructure</b>		
Lab (Based on 3 labs)	HP 1820 (small Form factor) 48 Ports	3
	Wall mount Cabinet	3
	Cable Management	3
<b>Telephone System</b>		
	Yealink T42s IP Telephone	10
	3CX Server + License + Configuration	1
<b>Printer</b>		
	Sharp MX5070 Printer including finisher	2
	Papercut Server + License	2
<b>Security Camera</b>		
	Vivotek IP Camera + Licenses	10

	Rack Mountable NAS ( 4*8 TB )	1
<b>Classroom (includes 3 labs)</b>		
	Epson Ultrashort EB685W Throw Projector	5
	Projector Screen	5
	Installation	
<b>Computers</b>		
Labs (20 computers per lab)	DELL AIO 7050 (i5, 8gb ram , 256 SSD)	60
Teachers	DELL AIO 7050 (i5, 8gb ram , 256 SSD)	5
Open Area	DELL AIO 7050 (i5, 8gb ram , 256 SSD)	10
Staff	DELL Monitor (U2417h)	20
	DELL Micro 7050	10
	DELL Monitor STAND	10
<b>Backup</b>		
	Synology Rack Mount NAS 4*8 TB	
<b>ID CARD</b>	Fargo ID card Printer	2
	ID Cards	
<b>Others</b>	Network Cables 2m Blue (blue)	80
	Network Cables 0.5 meter (blue)	65
	Network Cables 1 meter (blue)	50
	Network Cables 1 meter (yellow)	10
	Network Cables 2 meter (yellow)	10
	Network cables 2 meter ( Red)	10
	Network cables 2 meter (White)	10
	Network Cables 2 meters (Green)	10
	Network Cables 2 meters (Black)	15
	Cable Ties (270mm)	1000
	Cable Cutter	1
	Tools box set (Electronic screw Driver)	1
	Asset Tag	500
<b>License</b>	Office 365 for staff	
	Office Suite for lab computers	
	OS Licenses	