LEARNING AND TEACHING RESOURCES POLICY

Approving authority	Academic Board
Purpose	This policy outlines the guiding principles for collection, acquisition, and management of all learning and teaching resources including books, periodicals, journals, databases and ICT infrastructure for students and staff.
Responsible Officer	Academic Dean
Next scheduled review	September 2026
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	Learning and Teaching Resources Procedure Academic Staff Professional Development Assessment Policy and Procedure Assessment Moderation Policy and Procedure Benchmarking Policy and Procedure Course and Unit Development Approval and Review Policy and Procedure Free Intellectual Enquiry in Learning and Teaching Policy Records Management Policy and Procedure Social Media Policy and Procedure (Students) Social Media Policy and Procedure (Staff) Student Consultation Policy and Procedure Student Feedback Policy and Procedure Student Support and Services Policy and Procedure Use of Information Technology Facilities and Services Policy and Procedure (Students) Use of Information Technology Facilities and Services Policy and Procedure (Staff) Learning and Teaching Plan Strategic plan

1.   PRINCIPLES

Ozford Institute of Higher Education (henceforth 'the Institute') is committed towards providing appropriate up to date, and accessible learning and teaching resources to all students and staff that support the learning and teaching strategies.

Teaching and Learning resources are generally accessible online and of such a nature as to meet the requirements of all units of all accredited courses conducted by the Institute.

The Institute's approach to learning and teaching is underpinned by:
- well-designed courses that are of interest to students, informed by theory and research, challenging and of relevance to contemporary industry and potential employers.
- a supportive learning environment where students from diverse cultural and socioeconomic backgrounds attain knowledge, skills and values enabling them to participate effectively in their chosen career or field of expertise in the global community.
- a culture of free intellectual inquiry and scholarship driven by capable Academic leaders and qualified academic staff – i.e. all academic staff meet AQF+1 requirement.

- teaching delivery methods and modes reflect good educational practice.
- assessment that is fair, valid and reliable and directly aligned to learning outcomes.

The Institute ensures that the learning resources for each course are specifically and directly relevant, up-to-date and accessible to students when needed via the learning management system. Also, the learning resources and access to them are consistent with the learning needs of students, irrespective of their mode of participation.

2.   SCOPE

This policy applies to all staff involved in the planning, purchase and management of learning, library and ICT resources (both physical and electronic) that are required to fulfil the learning and teaching requirements of the Institute.

3.   DEFINITIONS

Library resources:
Assets, including rights to electronic resources, acquired and managed by the library and accessible to students and staff of the Institute to support the learning and teaching strategy of the Institute.

Resources
Physical or digital assets acquired and managed by the Institute that are relevant to expected learning outcomes, appropriate to the level of study, authoritative, up to date and support the learning and teaching strategy of the Institute.

Prescribed textbook
Prescribed textbooks are the books which the Unit Coordinators list as essential for successfully completing the unit.

Recommended resources
Recommended resources are not compulsory for students but help in gaining a deeper understanding of the unit.

4.   POLICY

Learning resources

4.1   The Institute recognises the strategic importance of all teaching and learning resources and develops and maintains all physical and digital collections and resources in such way that they help achieve the learning and teaching objectives of the Institute.

4.2   The Institute is committed to a flexible delivery strategy for its curriculum supported by access to, and provision of ICT learning, library and other resources. The Institute's Learning and Teaching Plan will set out the teaching and learning resources.

4.3   The Institute enriches student learning and academic teaching through the use of technology to enhance learning. The Institute provides students with physical and virtual learning environments and learning resources, library collections and services, notes, facilities, simulations and software, that are:
- Specified or recommended for a course of study;

- Directly related to course and subject learning outcomes; and
- Fit-for-purpose, current, and relevant to employability.

4.4 Physical and online teaching environments have up-to-date and relevant equipment and resources that enhance a range of different teaching approaches. The Institute ensures that students can readily access all the materials they are referred to by academic staff.

4.5 The Institute ensures that learning and library resources are systematically developed and used to support quality learning and teaching practice.

4.6 The Institute is mindful of its responsibilities to safeguard its intellectual property and that of its members from exploitation, and the necessity to comply with copyright and licence requirements where the copyright is not owned by the Institute.

4.7 The Institute provides access to effective educational technology, including the learning management system (Moodle) and other software.

4.8 As new technologies are introduced for curriculum delivery it is essential that staff are mindful of the requirement that all learning software is accessible to all students.

4.9 The Academic team is responsible for the management of the
- Moodle Learning Content Management System.
- Learning and Library resources including internet access to third party copyright material compliant with licensing and copyright requirements.

4.10 Copyright Materials not owned by the Institute must only be used
- with express permission of the copyright owner;
- under the terms of the Copyright Act 1968 (Cth); and
- under the terms of Institute-subscribed full text resources and databases.

4.11 The version of the Learning Resources released to students will be stored in the Learning Content Management System. This record (and the associated database entries) will be the official record for all management, administrative, production and legal purposes of the Learning Resources for any unit or course.

4.12 Additional or 'Supplementary Content' may be released during the teaching period. This Supplementary Content typically includes newly emerging resources since the Core Content was released (newspaper articles, media files or podcasts published during the teaching period, for example).

4.13 The Institute Library is the primary reference point for accessing learning and teaching resources. The Library resources will be up to date, accessible to students and reflect the current state of learning in the relevant discipline, the needs of students and the number of students using them.

4.14 The Institute will purchase copies of the newest edition of the prescribed textbooks for the library. Older editions will remain in the library for student borrowing until such time as they are no longer relevant. Depending upon the rate of usage and demand the Library will maintain prescribed textbooks appropriate for the number of students enrolled in each unit in a particular course.

4.15 The Institute accepts donations of resources, including books, games, DVDs, etc. Donations will not be accepted when the collection already has ample resources of that nature, the item is damaged, the donation contains out-of-date information, the donation does not support the teaching and learning practises of the Institute, or the donation targets a different audience than that of the student cohort.

4.16 Donated resources become the property of the Institute. Donations will be integrated into the existing library collection and cannot be claimed back at a later date. Donations are subject to the same conditions and policies as existing library resources, including processing, retention, location, use, and disposal.

4.17 Library resources are valuable assets, and the Institute will ensure their security.

4.18 Library resources may be removed from the collection if they are damaged, no longer relevant, have not been used or borrowed for a period of 5 years, or no longer support the learning and teaching practises of the Institute.

4.19 The Institute will ensure that all physical and digital resources comply with clear ethical, quality assurance, and disposal rules and regulation.

4.20 Depending upon the Library resource, when it is removed from the collection, it may be offered to staff or students to add to their personal collection, donated to a relevant library or institution, destroyed or recycled.

Student access and support

4.21 The Institute provides access to digital resources by way of the student management portal. The Institute will ensure access are available for students to required information and resources listed on the Unit Outline.

4.22 Access to library resources will generally be provided free of charge. Some resources may be supplied at a reasonable and affordable cost to students. Reasonable penalties will be applied for overdue and lost books.

4.23 All Students will be trained in the use of the library services and the methods by which electronic resources are accessed as part of their orientation.

4.24 The library will be supported during the normal hours of operation by a staff member who is capable of assisting students to access required resources.

4.25 The Institute provides computing, ICT and printing facilities in designated computer labs and at other locations throughout the campus.

Review

4.26 Learning and teaching resources are monitored, evaluated and improved through a cyclical process of feedback, reflection and revision that includes:
- student feedback through the student surveys as set out in the **Student Feedback Policy and Procedure**;

- internal and external moderation reviews as set out in the **Assessment Moderation Policy and Procedure**;
- course reviews as set out in the **Course and Unit Development Approval and Review Policy and Procedure**;
- analysis of learning data to identify learning and library resources that support student outcomes; and
- benchmarking across the Institute and with other institutions, as appropriate as set out in the **Benchmarking Policy and Procedure**.

Reporting

4.27 Regular reports will be made to the Academic Board about the Learning and Teaching Plan including efficacy of Learning and library resources.

5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HES Threshold Standards the policy will be;

5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;

5.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;

5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier);

5.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

6. FEEDBACK

Feedback or comments regarding this policy is welcomed by the listed Responsible officer of the Institute

7. ACKNOWLEDGEMENT

This policy was developed with reference to the following:
- University of New Engage, learning Resources Policy, 2015 (Learning Resources Policy / Document / UNE Policy Register)
- Australian Catholic University, Learning and Teaching policy, 2018 (Learning and Teaching Policy - Policies - Australian Catholic University (acu.edu.au))
- Monash University, Learning and Teaching policy, 2022 (Learning and Teaching Policy (monash.edu))
- The University of Sydney, Learning and Teaching policy, 2023 (https://www.sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2015/401&RendNum=0)
- James Cook University, Learning, Teaching and Assessment Procedures, 2022 (https://www.jcu.edu.au/policy/procedures/learning-and-teaching-procedures/learning-teaching-and-assessment-procedures)

- TEQSA Guidance note: Staffing, learning resources and educational support, Version 1.3 (https://www.teqsa.gov.au/guides-resources/resources/guidance-notes/guidance-note-staffing-learning-resources-and-educational-support)

8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	August 2018	Initial Issue	AB
2.0	September 2023	Internal Review The Library Policy has been merged into this policy to remove duplication.	AB
Related legislation/ regulation/standard	Tertiary Education Quality and Standards Act 2011 (Cth) Higher Education Standards Framework (Threshold Standards) 2021 (Cth) Education Services for Overseas Students Act (ESOS) 2000 (Cth) Education Services for Overseas Students Regulations 2019 (Cth) The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth) Copyright Act 1968 (Cth)		

Notes:

AB = Academic Board

GB = Governing Board