

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 Leadership Team
Next scheduled review	August 2031
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	Strategic Plan Learning and Teaching Plan Learning and Teaching Resources Procedure Academic Staff Professional Development Academic Integrity Policy and Procedure. 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)

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 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

Learning Resources

Materials and tools that help students learn new skills, refresh existing skills, and gain knowledge.

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 Textbooks

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 ensuring that all students have access to current, relevant, high academic quality and accessible Teaching and Learning Resources.
- 4.2 All physical and digital Learning and Teaching Resources are developed with the view to achieving the Learning and Teaching objectives of the Institute. The Institute's Learning and Teaching Plan sets out the Institute's current Teaching and Learning Resources.
- 4.3 The Institute enriches student learning and academic teaching through the use of current technology to enhance learning. 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.
- 4.4 The Institute provides students with physical and virtual learning environments and learning resources, online 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.
- 4.5 Physical and online teaching environments have up-to-date and relevant equipment and resources that enhance a range of different teaching approaches.

Online learning resources

- 4.6 The Academic Leadership 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.
- 4.7 The Institute will provide access to effective educational technology, including the learning management system (Moodle) and other software.
- 4.8 The Institute's learning management system (Moodle) supports the online delivery and administration of resources, communication, collaboration and assessment.
- 4.9 The Institute will maintain an online repository of learning and teaching materials including open access journals, e-journals. and e-textbooks.
- 4.10 The Institute will make arrangements with publishers for institutional subscriptions. These arrangements will allow all enrolled students in a course 24/7 free and continuous online access to textbooks and library resources. The use and access conditions of these resources will be governed by individual licences with the publishers and vendors.
- 4.11 As new technologies are introduced for curriculum delivery it is essential that all learning software is accessible to all students.
- 4.12 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.

- 4.13 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.
- 4.14 The version of the Learning Resources released to students will be stored in the learning management system (Moodle). 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.
- 4.15 All Institute Teaching and Learning Resources will maintain consistency of common policy and regulatory information, the Institute's branding and style requirements, Intellectual Property and Copyright policies.
- 4.16 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).
- 4.17 The Institute will ensure that all physical and digital resources comply with clear ethical, quality assurance, and disposal rules and regulation.

Student access and support

- 4.18 The Institute will ensure that all students have timely access to the Teaching and Learning Resources and Materials they need for their studies.
- 4.19 Digital communication will be the primary method of information interface between the Institute and students.
- 4.20 Access to learning resources must not present unexpected barriers, costs or technology requirements for students, including for students with special needs and those who study off campus.
- 4.21 The learning management system (Moodle) and the Institute's online Library provide students with all required learning and teaching resources. The Learning and Teaching Resources resources will be accessible to students, meet the needs of students and be sufficient the number of students using them.
- 4.22 All Students will be trained in the use of the learning management system (Moodle) and the library services as part of their orientation.
- 4.23 The Institute will provide students with access to computing, ICT and printing facilities in designated computer labs and at other locations in each the campus.

Review

- 4.24 As part of the Teaching and Learning Plan quality assurance processes, Learning and Teaching Resources will be 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 and Unit 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

- 4.25 The Learning and Teaching Plan will be reviewed by the Academic Board including the currency and efficacy of the Institute's Learning and Library resources.

5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the TEQSA Compliance Frameworks 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 TEQSA Compliance Frameworks approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every five years from the date of approval (if not earlier);
- 5.4 referenced to the applicable TEQSA Compliance Frameworks requirement(s) 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 England, Learning Resources Policy, 20123 ([Online Learning Resources Policy / Document / UNE Policy Register](#))
- The University of Queensland, Learning Resources Guidelines webpage, 2025 ([Learning resources guidelines - Library - The University of Queensland](#))
- Ikon Institute of Australia, Learning Resources Policy, 2025 ([policy_learningresources.pdf](#))
- James Cook University, Learning Resources and Educational Support Policy and Procedure, 2025 (<https://www.jcu.edu.au/policy/procedures/learning-and-teaching-procedures/learning-teaching-and-assessment-procedures> and [Learning Resources and Educational Support Procedure - JCU Australia](#))

- 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
3.0	August 2026	Internal Review	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