

LEARNING AND TEACHING RESOURCES PROCEDURE

Approving authority	Executive Management Team
Purpose	These procedures outline the processes for collection, acquisition, and management of all learning and teaching resources including books, periodicals, journals, databases and ICT infrastructure for students and staff.
Responsible Officers	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 Policy Academic Integrity Policy and 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)

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 procedure 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. PROCEDURE

Learning Resources

- 4.1 The budget for procurement of Learning or Library resources will be approved annually, as part of the Institute's Budget and five year plan review, to deliver the learning and teaching strategies set out in the Institute's Strategic Plan and the Learning and Teaching Plan.
- 4.2 The Academic Leadership team has responsibility for ensuring that
 - the Institute's Learning and Teaching Plan sets out the learning, library and other ICT resources.
 - the Academic team are encouraged and supported to design, create, embed, manage and evaluate sustainable, ethical and innovative digital solutions to meet and redefine current and future needs through ongoing professional development.
 - the Institute's physical and online teaching environments have current and relevant Learning and Teaching Resources suited to the Institute's student cohort's needs.
 - ensuring the Academic team and students receive:
 - access to the electronic library resources until they cease employment or their studies
 - ongoing training in the use of the Learning Management system (Moodle) , educational technologies and library resources.
 - Monitoring that the Academic team and students comply with the Copyright Act 1968 at all times.
- 4.3 The Academic Leadership team prior to each teaching period will
 - consult with the academic team to discuss the acquisition of new or additional resources in accordance to the teaching curriculum;
 - establish if any new academic resources required;
 - arrange for procurement of new or additional resources within the approved Institute budget; and
 - seek approval for any new or additional resources outside of the approved budget.
- 4.4 The Academic team have responsibility for developing and managing the Learning Management system (Moodle) content.
- 4.5 The ITS Services team will support and maintain the Learning Management system (Moodle) and software.
- 4.6 The currency of ICT hardware and software will be checked by the ITS Services team at the beginning of each trimester.
 - any support needs will be addressed as they arise.

- any obsolete or defective hardware will be removed and replaced by a functional equipment.
- where the learning or library software is no longer in use, any associated software licences will be ceased.

Student Access and Support

- 4.7 Students receive consistent access to virtual learning environments and learning resources, library collections and services, creative works, notes, practical facilities, studio sessions, simulations, and software that are:
- specified or recommended for a course of study;
 - directly related to course and subject learning outcomes; and
 - accessible, current and relevant to career development.
- 4.8 Students will need to familiarise themselves with digital technologies to fulfil the Institute's expectations for engagement with virtual learning environments, including online learning and teaching. Additionally, students are supported to gain skills and confidence in using digital tools.
- 4.9 Students will receive training in locating information resources during their orientation program as set out in the ***Student Support and Services Policy and Procedure***. Students will regularly engage with digital media, recordings and interactive activities to support their learning.
- 4.10 Upon enrolment, the ITS Services team will provide students with a secure user ID and password for online access the Learning Management system (Moodle) and other digital resources provided by the Institute.
- 4.11 Students will develop an understanding of the digital self and maintain their online digital safety, security and reputation through engaging ethically in learning activities, including maintaining data privacy and confidentiality and satisfying academic integrity requirements as set out in the ***Academic Integrity Policy and Procedure***.
- 4.12 Students will be advised how to access to computing, ICT and printing facilities in designated computer labs and at other locations throughout the campus.
- 4.13 The Learning Management system (Moodle) provides students with access to all textbooks and copies of journal articles and chapters of textbooks cited on reading lists. All copying must comply with the educational copying provisions of the Copyright Act 1968 (Cth.).
- 4.14 Essential subject announcements including assessment information and where appropriate to subject modes, staff-student and peer-peer interactions will be undertaken through the Learning Management system (Moodle).
- 4.15 Learning resources may be adapted and released to meet the requirements of students with additional needs. Adaptive technologies and modified resources may be used.

Learning Technologies

- 4.16 Access to learning technologies on the Learning Management system (Moodle) by staff and students shall:

- be subject to the applicable licensing agreements and hosting arrangements.
 - require appropriate authentication and authorisation of users
- 4.17 The Institute's ITS team will provide a reliable support service for learning technologies. In accordance with accepted commercial guidelines.
- 4.18 The Institute recognises that technology failure is unavoidable. In the event of unscheduled outages due to extreme or unforeseen circumstances, the Institute will ensure students are advantaged via the moderation of grades or some other type of intervention, such as extensions or opportunities for resubmission. The appropriate remedial action shall be determined on a case-by-case basis and approved by the Academic Leadership team or their delegate.
- 4.19 Resources shall be provided for the development and maintenance of the Learning Management system (Moodle) to ensure a reliable and robust platform for learning and teaching activities.
- 4.20 New learning technologies shall be added to the Learning Management system (Moodle) based on demonstrated need and the availability of sufficient resources to properly manage and maintain them.

Scheduled Lecture Recordings

- 4.21 Scheduled lecture recordings are stored and available on-demand for 12 months.
- 4.22 Stored recordings may be accessed by students who have completed subjects containing the recordings, and by staff with a teaching role in the subject.
- 4.23 Stored recordings which are at least 12 months old from their creation date are automatically archived and become unavailable for on-demand viewing.

Virtual Classroom Recordings

- 4.24 Virtual classroom recordings are stored and available on-demand for two years.
- 4.25 Virtual classroom recordings may be accessed by students who are enrolled or have completed subjects containing the recordings, and by staff with a teaching role in the subject.
- 4.26 Virtual classroom recordings that are at least two years old (from their creation date) will be deleted.

Review

- 4.27 The Academic Leadership team ensures that 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

4.28 The Academic Leadership team will review the Learning and Teaching Plan annually to ensure that it sets out the Institute's current Learning and Teaching Resources, their efficacy and plans for their improvement. The amended Learning and Teaching Plan will be approved by the Academic Board.

5. QUALITY ASSURANCE

To ensure that this procedure is fit for purpose and meet the requirements of the TEQSA Compliance Frameworks the procedure will be:

- 5.1 internally approved by the Executive Management Team on development or review
- 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 and/or other legislation/regulation.

6. FEEDBACK

Feedback or comments on this procedure is welcomed by the listed Responsible officer of the Institute.

7. ACKNOWLEDGEMENT

This procedure was developed with reference to the following:

- University of New England, Online Learning Resources Policy, 2023 ([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	July 2018	Initial issue	EMT
2.0	August 2023	Internal Review The Library Procedures have been merged into this policy to remove duplication.	EMT
3.0	August 2026	Internal Review	EMT
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)		

Note: EMT = Executive Management team