

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 Dean
Next scheduled review	August 2026
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	<p>Learning and Teaching Resources Policy</p> <p>Academic Staff Professional Development</p> <p>Assessment Policy and Procedure</p> <p>Assessment Moderation Policy and Procedure</p> <p>Benchmarking Policy and Procedure</p> <p>Course and Unit Development Approval and Review Policy and Procedure</p> <p>Free Intellectual Enquiry in Learning and Teaching Policy</p> <p>Records Management Policy and Procedure</p> <p>Social Media Policy and Procedure (Students)</p> <p>Social Media Policy and Procedure (Staff)</p> <p>Student Consultation Policy and Procedure</p> <p>Student Feedback Policy and Procedure</p> <p>Student Support and Services Policy and Procedure</p> <p>Use of Information Technology Facilities and Services Policy and Procedure (Students)</p> <p>Use of Information Technology Facilities and Services Policy and Procedure (Staff)</p> <p>Learning and Teaching Plan</p> <p>Strategic plan</p>

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 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

Library resources:

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. PROCEDURE

Learning resources

- 4.1 A budget for procurement of Learning or Library resources will be approved by the Executive Management Team (EMT) annually to deliver the learning and teaching strategies set out in the Strategic plan.
- 4.2 The Executive Management team ensures that the Institute's physical and online teaching environments have up-to-date and relevant equipment and resources.
- 4.3 The Academic Dean will ensure that the Institute's Learning and Teaching Plan sets out the learning, library and other ICT resources. The Academic Dean has responsibility for ensuring resources 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 Academic staff are provided with ongoing training in the use of the Learning Management System, educational technologies and library resources.
- 4.5 Digital technologies are utilised by academic staff to provide innovative and interactive learning experiences. Staff are 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.
- 4.6 The Academic Dean prior to each teaching period will
- consult with academic staff 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;
 - seek approval from the Executive management team for any new or additional resources outside of the approved budget.
- 4.7 The ITS Services team will maintain a close liaison with academic team in order to support and maintain the Learning Management system (Moodle) and software.
- 4.8 The currency of ICT hardware and software will be checked by the ITS Services team at the beginning of each trimester with any support needs 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.
- 4.9 All items purchased for the library will be recorded and catalogued into the library system before they are available for loan.
- 4.10 Library resources received through donation will be integrated into the existing Library collection. Donations are subject to the same conditions and policies as existing Library resources, including processing, retention, location, use, and disposal.
- 4.11 In the instance of rejecting a donation, the Institute will, in the following order, return the donation to the donor, ask staff and students if they would like to add it to their personal collection, or donate the item to another library or institution.
- 4.12 The academic team will conduct a physical stock-take of the library resources at the end of each trimester. A systematic review of the collection will be undertaken periodically, at the Academic Dean's discretion.
- 4.13 Decisions regarding damaged items will be made by the Academic Dean. The Institute may elect to repair the item, replace the item, or remove the item permanently. The decision will be informed by the popularity of the item, relevance to the curriculum and the cost of the item or its replacement.

4.14 When an item is removed from the collection, the barcode and spine label is removed and the Institute stamps inside the book are covered with a 'cancelled' stamp. Its record is deleted from the Library catalogue.

Student access and support

4.15 Upon enrolment all students, the ITS Services team will provide students with a secure user ID and password for online access the LMS and other digital resources provided by the Institute.

4.16 Students will be given training in locating information resources during their orientation program as set out in the *Student Support and Services Policy and Procedure*.

4.17 Students will be advised about how to access to computing, ICT and printing facilities in designated computer labs and at other locations throughout the campus.

4.18 Any overdue library resources will be closely followed and reminders will be issued to defaulting borrowers. A penalty amount will be applied for overdue and lost books.

Review

4.19 The Academic Dean 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

4.20 The Academic Dean will report to the Academic Board about the Learning and Teaching Plan including efficacy of Learning and library resources.

5. QUALITY ASSURANCE

To ensure that this procedure is fit for purpose and meet the requirements of the HES Threshold Standards 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 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 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 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	July 2018	Initial issue	EMT
2.0	August 2023	Internal Review The Library Procedures have been merged into this policy to remove duplication.	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