LEARNING RESOURCES POLICY AND PROCEDURE

Policy Code	OPS11
Policy Lead	Chief Executive Officer/Principal
Approving Authority	Academic Board
Approval date	14 February 2024
Commencement date	08 March 2024
Next Review Date	February 2027
Version	2024.1
Relevant legislation or external requirements	National Code of Practice for Providers of Education and Training to Overseas Students 2018 (NC:6.1) Higher Education Standards Framework (Threshold Standards) 2021 (HESFs: 2.1, 3.3, 7.3) Copyright Act 1968 Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act) Australian Qualifications Framework (AQF)
Related ASA Documents	Quality Assurance Framework Diversity and Equity and Reasonable Adjustments Policy Information Technology and Support Policy and Procedure Student Orientation Policy Course Design and Development Policy Course Design and Development Procedure Student Support Framework Student Code of Conduct

1. Purpose

This Policy and Procedure supports the Australian School of Accounting's (**ASA's**) commitment to providing high-quality, contemporary, and accessible learning resources to support excellent educational outcomes.

This Policy and Procedure has been developed to describe the key principles, acquisition, access, and reviews of learning resources.

2. Scope

This Policy and Procedure applies to all staff of ASA with responsibility for the acquisition and management of learning resources and all students.

3. Principles

This Policy and Procedure requires that learning resources:

- support and promote academic integrity and student achievement of learning outcomes;

- support equitable participation and enable all students to access resources with no unexpected barriers or costs regardless of location or mode of study;

- contribute to the development of a safe, open, and inclusive environment and maximise students' opportunities to learn effectively, efficiently;

- are accessible in timely manner and that training in access systems is provided;

- relate directly to students' area of study, be contemporary, accessible and appropriate to study type and course level; and

- are regularly reviewed to ensure that they are relevant, current and provide excellent material to assist student achievement.

4. Definitions

Term	Definition
acquisition	The selection and purchase of materials or resources.
BYOD	Bring Your Own Device
Chief Executive Officer (CEO) / Principal	The Chief Executive Officer is the highest organisational role for ASA and performs the role of Principal as well as their other duties.
deselection	The systematic removal of resources from the library.
digital material	Electronic media such as course materials, assessment briefs, eBooks, e-journals and online databases.
digital library	ASA's Digital Library is ProQuest.
eLibrary	A digital library specifically for eBooks within ProQuest.
library	A place or platform containing books, periodicals, and other material for reading, viewing, listening, study and research.

5. Policy Statement

Learning resources are an essential aspect of a student's learning and education experiences. Resources are available in a variety of formats and are accessible to all students in an equitable manner. The learning resources at ASA is an integral part of ASA's learning and teaching.

ASA will provide an enabling online environment, ensuring that students can contact academic staff and access support and learning resources online where necessary.

All learning resources will:

- Align with ASA's graduate attributes, learning outcomes, and reflect the appropriate Australian Qualification Framework (AQF) level;

- Align to the *Diversity and* Equity Policy and Procedure to maximise accessibility to all students irrespective of their mode of study and/or special needs;

- be provided in formats that are appropriate to the type of content and learning outcomes that are to be achieved;

- be reviewed regularly to ensure that they are relevant, current and where required, authoritative;

- connect students with teaching staff and their peers; and

- assist in digital literacies for students and staff.

6. Procedures

Learning resources comprise the following:

- the Learning Management System (LMS);

- the Digital Research Library (ProQuest), library and physical library collections are available to students for learning and research purposes; and

- various academic integrity software, which will be provided for all summative assessments and integrated with the LMS;

- bring your own device and computers for loan are available for students to borrow whilst in class.

- any other additional software required to complete specific unit learning outcomes.

These resources will be updated on a regular basis. ASA's retains records of all learning resources that are available for students and staff and the format of those resources.

The Academic team will ensure that all students are provided with library information at orientation and have access to the digital and/or physical library collection, bring your own device, computers for loan and any other additional information resources, as required, in order to achieve the learning outcomes for their courses.

All students and staff must observe the Copyright Act 1968 provisions and regulations at all times when accessing library resources both on and off-campus. Most digital resources provided by ASA are subject to license agreements and copyright restrictions. Individual members are personally responsible for ensuring their use of these resources complies with all relevant legislation and agreements.

6.1 Learning Management System (LMS)

ASA's digital learning resources are accessed via the Learning Management System (**LMS**). The LMS acts as a portal for single point access to learning resources and contact with academic staff. The LMS supports students to learn, communicate, and receive feedback on their activities The LMS contains all unit learning material and includes:

- Unit Outlines

- Required or recommended texts or links to those texts

- Assessment briefs

- Notes or supplementary material to add context to formal academic delivery sessions

- Recordings of past delivery sessions

- Forums and chat spaces for peer-to-peer and peer-to-staff academic discussion and support.

Students will be provided with a listing of the prescribed texts and will have access to the unit outline through the LMS at the commencement of the unit.

Access

Students and staff will:

- receive appropriate authentication and user access at induction or orientation process

- receive initial onboarding to the LMS through ASA's induction or orientation process;

- be provided with effective training to navigate and utilise the LMS learning resources system; and

- be provided with guidelines and expectations on effective, safe and appropriate use of the LMS through ASA's *Student Code of Conduct Policy* or *Staff Code of Conduct Policy*.

Further information can be found in ASA's *Information Technology and Support Policy and Procedure.*

Review

The LMS will be regularly monitored and enhanced to:

- ensure robust, secure and reliable processes to deliver ASA's learning resources;

- be supported to enable effective and timely access to the system and course materials;

- to ensure the provision of resources is responsive to changes in user needs and requirements; and

- be configured to allow additional learning or academic integrity resources software to be effectively integrated to support learning outcomes.

The Academic team is responsible for actioning administration of the LMS including, but not limited to:

- user interface components and tool configuration and availability with assistance from ASA's IT Team;

- design, navigation links;

- unit material including course design and structure;

- managing all units including rollover for each teaching period; and

- overseeing all user permissions, authentication and deactivation.

The Academic team employs standard templates/blueprints to manage LMS unit design elements, ensuring consistency for staff and students. Requests for changes to standard templates/blueprints and configurations within the LMS shall be made to the Academic team and, if approved, will follow standard practices and principles for inclusivity and accessibility.

6.2 Library

Acquisition

Acquisitions are made according to the learning and teaching needs of ASA by the Academic Dean as per the *Delegations of Authority Policy and Procedure*.

ASA's Library resource collection consists of an eLibrary (eBook Central), a digital library (ProQuest) and a physical collection.

ASA may accept donations that will enhance the library's collection in line with its principles of acquisition.

Access

ASA's library resources for teaching staff are available at least two weeks prior to commencement of the unit commencing and can be provided through physical collection.

The physical library collection at the ASA campus aims to support the educational, research and administrative activities of ASA. Members of ASA's academic and non-academic staff and all students of ASA are registered as authorised ASA library members. All authorised ASA library members may be requested to show relevant identification and authenticate themselves before using physical library collection resources. ASA's library access will be restricted to ASA's operating hours.

Materials will be acquired for the physical library collection with respect to the following criteria:

1. adequacy of coverage and relevance of the material in the context of ASA's courses and its learning, teaching and research activities;

2. prioritisation of course-specific materials such as textbooks and recommended readings;

3. currency, academic value and the academic authority of materials available; and

4. available format and language in which the resource is offered.

The responsibilities of authorised ASA library members:

- Present correct ASA staff/student ID at time of borrowing and return

- Agree to accept responsibility for all items issued on their staff/student ID card

- Return all items by the due dates (within 14 working days). The due date may change if the item is recalled.

- Check ASA email regularly for notifications.

- If a staff/student ID card is lost or stolen, notify ASA staff via info@asahe.edu.au immediately. There may be a fee to re-issue a student ID card.

- Pay any accrued fines.

Review

Maintenance and deselection provide quality control for the collection. In order to ensure the integrity and value of the collection, academic staff responsible for ASA's library collection will:

- undertake ongoing maintenance to ensure items are accessible, up-to-date and in good condition;

- regularly review the collection;

- conduct regular stock takes;

- deselect damaged, outdated, inaccurate or superseded resources or materials;

- replace or repair any damaged items if appropriate/possible; and

- ensure all material is housed and stored appropriately, and in a manner which facilitates access.

6.3 Academic Integrity Resources

ASA's Academic Integrity resources:

- are accessed and integrated through ASA's LMS;

- provided for all summative assessments;

- are provided to monitor and maintain academic integrity; and

- support with successful student outcomes.

Further detail on expectations on safe, effective and appropriate use of ASA's Academic Integrity resources are available through ASA's *Student Code of Conduct Policy* or *Staff Code of Conduct Policy*, and *Academic Integrity Policy* and associated procedure.

Review

Academic integrity resources are reviewed at the end of every quarter in conjunction with data analysis on academic misconduct rates and trends.

6.4 Bring Your Own Device (BYOD)

Students are required to bring their own device, which allows them to use their personal laptop or device to access a broad range of course related applications to learn in the classroom, from home or any other location with an internet connection.

Almost any desktop or laptop can be used as a BYOD to access ASA's learning platforms including Canvas. We recommend the use of a laptop for learning at ASA.

Students who do not have access to a laptop or other device, can borrow a laptop for the time of the class then return before leaving the campus.

7.   Relevant HESFs

As a registered education provider, ASA operates under various laws and regulations. Policies and procedures are in place to ensure compliance with such laws.

This Policy and the associated Procedure comply with the Higher Education Standards Framework (Threshold Standards) 2021 which specifies that:

Standard 2.1 Facilities and Infrastructure
1.   Facilities, including facilities where external placements are undertaken, are fit for their educational and research purposes, and accommodate the numbers and educational and research activities of the students and staff who use them.
2.   Secure access to electronic information and adequate electronic communication services is available continuously (allowing for reasonable outages for maintenance) to students and staff during periods of authorised access, except for locations and circumstances that are not under the direct control of the provider.
3.   The learning environment, whether physical, virtual or blended, and associated learning activities support academic interactions among students outside of formal teaching.

Standard 3.3 Learning Resources and Educational Support
1.   The learning resources, such as library collections and services, creative works, notes, laboratory facilities, studio sessions, simulations and software, that are specified or recommended for a course of study, relate directly to the learning outcomes, are up to date and, where supplied as part of a course of study, are accessible when needed by students.
2.   Where learning resources are part of an electronic learning management system, all users have timely access to the system and training is available in use of the system.
3.   Access to learning resources does not present unexpected barriers, costs or technology requirements for students, including for students with special needs and those who study off campus.
4.   Students have access to learning support services that are consistent with the requirements of their course of study, their mode of study and the learning needs of student cohorts, including arrangements for supporting and maintaining contact with students who are off campus.

Standard 7.3 Information Management
1.   There is a repository of publicly available current information about the higher education provider's operations that includes:
    g.   an overview of teaching campuses, facilities, learning resources and services provided for students

8.   Version Control

This Policy and Procedure has been reviewed and approved by the Australian School of Accounting Academic Board as at February 2024 and is reviewed every three years.

The Policy and Procedure, is published and available on the Australian School of Accounting website https://www.asahe.edu.au/policies-and-forms/.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2024.1	Director Learning and Innovation	Updated policy to include BYOD information.	14/02/2024	08/03/2024
2023.1	Projects Officer	Updated policy to include HESF references, changes in regulatory compliances. Benchmarked against 5 other Higher Education Providers.	15/11/2023	18/12/2023
Previous version archived. New Policy code and numbering system implemented.				
6.0		Academic Board approval	06/07/2021	
5.0		Academic Board approval following cross referencing related policies		
4.0		Academic Board approval following review for new course accreditation		
3.0		Academic Board approval following COVID19 review	Next review 2024	
2.0		Academic Board approval, following review for additional learning resource requirements after CRICOS RFI, library holdings register, style review		
1.0		Academic Board approval Styling after initial draft	Next review 2020	