


POLICY		
Ref. to Legislative Frameworks: HESF: Standard 3.3 SRTO: Standard 1.3 National Code: Standard 6.3 / 6.4 / 6.5 / 6.6	Learning Resources and Educational Support	
Version: 5.3	Approved by: Academic Dean	Issued on: 17/09/2021 Review by: 17/09/2023

Revision History

Version	Description of Change	Policy Developer (s)	Effective Date
5.3	Transferred procedure details into the Learning Resources and Educational Support Procedure document. Removed references to Federation University. Updated the policy name. Added contextual updates and minor editorial changes.	Academic Dean	17/09/2021
5.2	Edited the layout to be consistent with the current template for policies and procedures Updated references to National Code 2018 Replaced the title 'Librarian' with 'Library and Information Resources Coordinator'	Quality Assurance Support Officer	25/01/2018

PURPOSE

This policy explains the principles that guide Academies Australasia Polytechnic (AAPoly) in its provision of learning resources and educational support for AAPoly Higher Education students.

POLICY STATEMENT

AAPoly provides students with access to up to date learning resources and educational support materials and services, to support their learning needs and course progression.

AAPoly maintains a physical library with resources (printed, electronic and online) accessible to students in both campuses, to support them in the courses they are enrolled in.

SCOPE

This policy applies to all enrolled students of AAPoly .

DEFINITIONS

Accessible	Can be retrieved and utilised
Learning Resources	Materials provided in printed, electronic and online format for use or loan. Learning resources also include any specialist equipment and software (beyond the standard classroom, laboratory and computer rooms) required to meet the course requirements.
Educational Support	Services and materials provided to support the educational needs of students. This includes services, such as academic support, English language support, Studiosity, and the Learning Management System (LMS).

POLICY

1. AAPoly ensures that there is adequate provision of learning resources both in print and in electronic format to support students in all teaching programs delivered at AAPoly.
2. All learning resources are reviewed in consideration of the following:
 - a. Currency
 - b. Relevancy to the course and subject learning outcomes
 - c. Lecturer feedback
 - d. Student feedback
 - e. Academic Board and Higher Education Courses and Quality Committee feedback and review
 - f. Projected student numbers
 - g. Projected new courses

- h. Yearly review by the Academic Dean and the Information Resources Coordinator
 - i. End of semester review by the Librarian
 - j. New semester planning
3. Electronic learning resources are the preferred format for many library resources. These resources include databases, abstracts and indexes, journals, image collections, and eBooks.
4. AAPoly utilises the Library Management System called KOHA, a web-based open-source integrated library system. KOHA is available to staff and students via the LMS.
5. The library holds copies of all higher education prescribed textbooks and has a basic reference collection including to support English language requirements, a small collection of fiction, general interest material and DVD.
6. Currency of material is assessed by the academic team as part of the yearly review.
7. AAPoly uses LMS (Moodle) to facilitate staff and student access to not only their individual subject learning resources but access to integrated online learning resources and educational support materials. The LMS forums and other technology channels of communication provide opportunities to better engage with students, academic and support staff both on and off-site.
8. Staff LMS training and access is arranged by the IT Team upon commencement, ensuring all staff are provided with an overview of the functions and services available to them.
9. All AAPoly's students will have access to appropriate learning resources and educational support. This includes access to the library, English language support, LMS and academic support such as academic writing, referencing and study skills.
10. The students can utilise the library database, Turnitin and Studiosity via LMS. Turnitin provides originality checking and plagiarism prevention service. Studiosity provides free online study support 24/7, where live tutors help students to improve their academic writing and use of English language in assessments.
11. Discover English (a sister ELICOS College in Melbourne) and Academy of English (a sister ELICOS College in Sydney) have been engaged by AAPoly to provide students with English language support both prior to enrolment and during their course of study if required.
12. The information access and resource provision is in line with the new Copyright (Disabilities and Other Measures) Act (2017), which:
 - simplify the statutory licences for education;
 - extend the exception for exams to online exams;
 - simplify and update the provisions that enable libraries and other collecting institutions to make 'preservation copies' of material in their collections such as manuscripts;
 - introduce a fixed term of protection for unpublished works that are currently covered by copyright indefinitely; and
 - simplify and update the provisions that allow the making of accessible format versions for people with disabilities.

13. Students must observe the Conditions of Use for AAPoly's library facilities and study areas, which includes penalties should students breach the conditions.
14. Student's 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. Material is made available for use both on and off campus and available across multiple platforms to enable access from student's own mobile devices as well as on campus access.
15. Support services to both staff and students are provided via face-to-face and online.

RESPONSIBILITIES

- The Chief Executive Officer (CEO) decides on the budget for learning resources for the year. The CEO ensures that the relevant departments are aware of the budget allocation.
- The Academic Dean is responsible for the development and review of this policy. The Academic Dean provides the list of learning resources required for the courses to the Information Resources Coordinator and IT and Facilities Manager.
- The Information Resources Coordinator arranges for the purchasing of the required reading materials, in line with the annual budget approved by the CEO, and library resources.
- The IT and Facilities Manager is responsible in the procurement of specialist software and facilities required for the course.
- The IT Team manages the LMS and provides access and support to the staff and students. The IT Team is responsible in providing LMS training to staff members.
- The Librarian is responsible for the day-to-day management of the library resources and operations and for providing library skills/information literacy to students and working with the academic team to ensure that students have access to the latest and relevant material to support their teaching and discipline content.
- Designated Head, Student Services (DH-SS) is responsible for communicating this policy and the pursuant procedure to students.

FEEDBACK

Queries or feedback about this policy should be directed to the Academic Dean through academicdean@aapoly.edu.au. The Dean will respond to the written question or feedback within two (2) weeks from the receipt, unless an extenuating circumstance requires an immediate response or action. The feedback and subsequent outcome will be documented in the version register which will form a part of quality assurance and continuous improvement of AAPoly.

References

Source	Document Title	Version/Date
Internal	AAPoly Access to Facilities and Hours of Operation Policy	v3.1
	AAPoly Learning Resources and Educational Support Procedure	v5.3
External	Copyright Act	1968
	Higher Education Standards Framework	2021
	Standards for Registered Training Organisation	2015
	National Code of Practice for Providers of Education and Training to Overseas Students	2018