

Learning Resources Procedure



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Approved by	Stanley College Academic Board
Authorised Officer	Dean, Higher Education
Supporting documents, policies and forms of this procedure	Learning Resources Policy Learning and Teaching Plan Policy and Procedure on Scholarly Activity and Professional Development for Academic Staff Course Development and Review Policy and Procedure Student Progress Policy and Procedure Student Support Policy and Procedure
Related Legislation	<u>Tertiary Education Quality and Standards Agency Act 2011</u> <u>Higher Education Standards Framework (Threshold Standards) 2021</u> <u>Education Services for Overseas Students Act 2000</u> <u>Copyright Act 1968</u>
Audience	Public

1. Procedure

1.1 Learning Resources are selected according to the following criteria:

- a. To facilitate the acquisition of unit learning outcomes;
- b. To support student self-learning in relation to unit learning outcomes;
- c. To support the acquisition of graduate outcomes;
- d. To support and inspire free academic enquiry;
- e. Scholarly and peer reviewed materials;
- f. To reflect contemporary thinking;
- g. A scope wide enough to represent differing scholarly perspectives; and
- h. A selection of other resources by course developers, lecturers or academic support staff that have been appraised and deemed appropriate and consistent with, or complementary to, the above criteria.

Initial Selection

- 1.2 Initially a unit's core resources including textbooks and required and recommended readings are determined via a consultative process involving:
- a. Course designers and developers;
 - b. Course Advisory Committee members;
 - c. Key lecturers who are also stakeholders in the unit design;
 - d. Learning Resource Officer; and
 - e. Other appropriate stakeholders such as industry experts, representatives, discipline experts who have contributed to unit and course design or via benchmarking activities.
- 1.3 The materials selected will facilitate the acquisition of course and unit learning outcomes and graduate attributes.
- 1.4 Suggested resources will be selected according to the primary criteria above. Nominated resources will be determined:
- a. From an understanding of the course and unit learning outcomes and graduate attributes;
 - b. From an understanding of contemporary and evidence-based pedagogies; and
 - c. From recommendations by professional staff in resource selection.

Schedule of Resource Assessment

- 1.5 Resource assessment will be undertaken at the following periods and will include the following:
- a. **Prior to the commencement of the semester:**
 - i. The lecturer will check links within LMS unit site; and
 - ii. The Learning Resource Officer will check all library managed resource links.
 - b. **By the end of calendar year**, academic representatives (unit(s) lecturers or academic leaders) and Learning Resource Officer will convene to discuss resources;
 - c. During the **unit and course review processes** outlined within the *Course Development and Review Policy and Procedure*, a review of resources will be undertaken.

Continuous Improvement

- 1.6 Ongoing evaluation and improvement processes based on:
- a. Contemporary ideas related to pedagogy and discipline;
 - b. Business efficiency and current academic trends in business modelling and resource and subscription management;
 - c. Partnerships for benchmarking, access and consortia for resource management;
 - d. Student, graduate and lecturer feedback;
 - e. Unit/Library surveys;
 - f. Lecturer liaison/consultation
 - g. Library role and responsibility;
 - h. Evaluation of student data;
 - i. Collection development;
 - j. Acquisition strategy;
 - k. Support for academics in resource identification or suggestion;
 - l. Professional development;
 - m. Ongoing resource development roles and responsibilities;
 - n. Discipline advancements and research;
 - o. Technology and delivery advances;
 - p. Business and economic drivers; and
 - q. Support for students in:
 - i. Literacy;
 - ii. Integrity; and

iii. Acquisition of skills and knowledge.

Access and Format of Resources

1.7 The Learning Resource Officer will check resources links and content changes in any web-based resources not under the control of Stanley College.

1.8 Stanley College will prioritise electronic formats in order to maximise accessibility to resources and to support copyright compliance.