LEARNING RESOURCES POLICY

1. Purpose

1.1 Ikon Institute of Australia (Ikon) is dedicated to supporting the learning, teaching, and scholarship of students and staff through the provision of high quality learning resource services. With both online and offline resources accessible to all students and staff, Ikon shall foster critical inquiry and excellence in learning and teaching.

1.2 This policy describes the management of learning resources at Ikon and the types of resources that Ikon shall provide to students and staff. Furthermore, it provides the details of the processes of acquiring, ensuring access for students and staffs, and the maintaining of learning resources.

2. Scope

2.1 This policy applies to all staff and students at Ikon.

3. Related Documents

This policy should be read in conjunction with the following documents:

- Teaching and Learning Plan
- Strategic Plan
- Student Services Policy
- Student Handbook
- Learning Support Policy
- Inclusion, Diversity and Equity Policy
- Orientation and Transition Policy
- Copyright Policy
- Intellectual Property Policy
- IT Usage and Security Policy
- Record Management Policy

This policy and related documents can be accessed via the *Policy and Procedures* section of the Ikon website, and student and staff policy libraries.

4. Definitions

"Campus" means a facility or location where Ikon:

- delivers a range of courses involving regular face-to-face, online or flexible teaching by Ikon academic staff who are physically located at the facility or in a digital space
- delivers a range of administrative services to staff and students by Ikon staff who are physically located at the facility or in the digital space
- the physical location at where the electronic course (online) material is maintained.

"**Copyright**" is defined in the *Copyright Act 1968,* and includes the legal right of the creator to reproduce, communicate, publish, sell, or distribute content and intellectual property exclusively for a fixed number of years

"Information technology (IT) services" means digital systems used for storing, retrieving, and exchanging information. Education IT services include online learning management systems, e-libraries and e-catalogues, student cards, student emails and passwords, on-campus computers and printers.

"Learning Facilities" means the facilities provided to students, so that they can use every opportunity to develop their full potential and includes buildings, fixtures, and equipment necessary for the effective and efficient operation of teaching, learning and assessment. This may include, but is not limited to physical and digital classrooms, other student learning spaces and virtual platforms, digital resources, building fixtures, furnishings, and equipment.

"Learning Resources" means physical and virtual resources that are needed to enable students to achieve the learning outcomes of their academic program.

"Library Resources" means a collection of hardcopy and online resources of data and learning material available through the library service for the use of staff and students.

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5. Principles

5.1 Learning resources are acquired and managed in close alignment with the teaching, learning, and scholarly activities undertaken at Ikon.

5.2 Ikon recognises that the curriculum shall be designed and developed to:

- respond to the diversity of learning needs and experiences that characterises the student population, irrespective of enrolment type (online or on campus)
- demonstrate a commitment to student centred learning and the development of lifelong learning skills
- encourage the development of learning communities within and between student groups and staff by maximising opportunities for interaction and communication.

5.3 There is an appropriate mix of learning facilities and technologies that enable equitable access to learning resources and academic support.

5.4 A cooperative approach amongst curriculum designers, e-learning and technology experts, and other people with acknowledged expertise is encouraged for the management, enhancement and delivery modes of learning facilities, technologies, resources and support.

5.5 Systematic review processes are embedded to reflect upon and incorporate student feedback, current pedagogical practices and educational priorities for continuous improvement of learning facilities, technologies, learning resources and academic support.

5.6 Learning resources shall be:

- current
- relevant
- of high academic quality
- accessible to all students and staff.

5.7 All learning resources, including associated infrastructure, shall be accessible to all students and staff, including those with specific needs.

6.   Learning Resources

6.1   Ikon shall ensure that all learning resources for a subject or course are:

- accurately aligned with Ikon's graduate attributes, learning outcomes, and reflects the appropriate Australian Qualification Framework (AQF) level
- aligned to the *Inclusion, Diversity and Equity Policy* to maximise accessibility to all students irrespective of their mode of study and/or additional needs
- provided in formats that are appropriate to the type of content and learning outcomes that are to be achieved
- reviewed regularly to ensure that they are relevant, current and where required, authoritative.

6.2   All learning resources comply with copyright legislation and third-party licensing agreements. Where student contributions from previous teaching sessions are used as learning resources, informed consent is provided as per the Ikon's *Intellectual Property Policy* and *Copyright Policy*.

6.3   Learning resources may be adapted and released to meet the requirements of students with additional needs. Adaptive technologies and modified resources shall reflect the *Inclusion, Diversity, and Equity Policy* and the *Reasonable Adjustment Policy* where appropriate.

6.4   The quality of learning resources shall be regularly monitored and include gathering feedback from students and staff to enhance learning resources and ensure the provision of resources is responsive to changes in users' needs and demands.

6.5   Preference shall be given to the purchase or subscription of electronic versions of licensed third-party learning resources, provided the budgetary, licensing and technological needs maximise access, availability and flexibility of delivery.

Library and Information Resources

6.6   Ikon shall maintain an online repository of learning and teaching materials including:

- open access journals
- e-journals
- e-books

6.7   Ikon shall maintain subscriptions to providers of online journal databases, which is reviewed annually and expanded when any new courses or subjects are approved for delivery.

6.8   Wherever possible, Ikon shall provide access to the digital version of textbooks alongside the physical version. All digital resources shall be accessible to students and staff via the online library catalogue.

6.9   The e-Library can be accessed by staff and students 24 hours, 7 days per week through their unique identity login and password using their own computer at any location on the campus or remotely. Security shall be maintained by access controls such as unique login and passwords and firewall protective systems (see the *IT Usage and Security Policy*).

6.10   All staff and students with valid Ikon identification shall be permitted to use and borrow items. Access to the library and information resources shall be free of charge.

6.11   Learning resources shall be designed to accommodate students with specific access needs.

6.12   Normal library opening hours are from 8:30am to 5pm every day. Online resources are available 24 hours, 7 days/week.

6.13   Staff and students shall be familiarised with library and information resources at Ikon through induction and orientation sessions, respectively.

7. Learning Facilities

7.1 Ikon is committed to designing and maintaining learning facilities that support and enhance the student experience, enrich teaching, learning and assessment activities, and ensure increasing engagement in productive, inclusive and culturally responsive learning in accordance with Ikon's *Strategic Plan*.

7.2 Ikon's spaces are allocated for curriculum development, teaching, learning and research purposes, as well as other essential purposes.

7.3 Ikon's space allocation is administered by the Dean in collaboration with the Senior Management Team.

7.4 Space shall be allocated on the basis of need and is subject to periodic review involving stakeholder consultation and where possible reallocation as required to Ikon's strategic priorities at the direction of the CEO.

7.5 Requests to alter the use of any space must be approved from the relevant management levels within Ikon, depending on the extent of the alteration and considering factors such as:

- health and safety requirements
- educational needs
- availability of similar space nearby
- an assessment of the implication of the potential loss of the original space on the operations of Ikon
- strategic operational needs and requirements.

7.6 Ikon balances the need for students, staff, visitors and contractors to be able to access facilities in a full and useful manner, with the need to provide appropriately safe and secure premises.

7.7 All students, staff, visitors and contractors are required to assist with physical security responsibilities at all times as directed.

7.8 Emergency services are permitted to enter Ikon's premises:

- in an emergency situation
- in response to a call for assistance from staff, students or a member of the public
- as part of their commitment to community safety or to address a workplace health and safety issue.

8. Learning Technologies

8.1 Learning technologies shall be made available to students and staff via the Learning Management System (LMS) and shall be appropriately supported to ensure that staff and students are provided with the necessary resources to deliver Ikon's learning and teaching goals.

8.2 The LMS shall be available to staff involved in teaching and learning and students enrolled at Ikon.

8.3 Access to learning technologies on the LMS by staff and students shall:

- be subject to the applicable licensing agreements and hosting arrangements
- require appropriate authentication and authorisation of users (by an approved Ikon ID).

8.4 Students and staff are required to behave in a courteous and respectful manner, according to relevant Codes of Conduct and in compliance with applicable laws (such as privacy, copyright

and cyber-bullying) along with any applicable Ikon policy (such as the *IT Usage and Security Policy*).

8.5   Ikon shall provide a robust and reliable service for learning technologies. In accordance with accepted commercial guidelines.

8.6   Ikon recognises that technology failure is unavoidable. In the event of unscheduled outages due to extreme or unforeseen circumstances, Ikon shall 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 Dean or their delegate.

8.7   Resources shall be provided for the development and maintenance of the LMS to ensure a reliable and robust platform for learning and teaching activities.

8.8   Resources shall be provided for the provision of training and support to staff and students using applications on the LMS to ensure capabilities in their use.

8.9   New learning technologies shall be added to the LMS based on demonstrated need and the availability of sufficient resources to properly manage and maintain them.

9.   Acquisition of Resources

9.1   The Heads of School shall make acquisitions in consultation with relevant academic staff. All purchases shall be made in accordance with the levels of authority defined in the *Delegations Authority Policy*.

9.2   Staff and students may request acquisitions. Their request is required to demonstrate the relevance of the resources to a subject or course at Ikon.

9.3   Digital resources shall be acquired at the discretion of the Heads of School in consultation with the academic team, and in accordance with the *Delegations of Authority Schedules* and Budget.

9.4   Prior to each teaching trimester, the Education Team shall ensure that all necessary resources for that trimester are available to students in both digital and hardcopy format, including:

- textbook materials and essential readings for each subject
- recommended readings for each subject
- extended discipline specific readings
- recommended learning resources such as style guides, citation guides, and study guides.

10.   Maintenance

10.1   The Education Team oversees the process of removing out-dated, worn out, and irrelevant materials, and acquiring new, up to-date high quality additions.

10.2   Heads of School and senior lecturers shall regularly report and provide advice to the Teaching and Learning Committee regarding new acquisitions and plans of library resources for supporting Ikon courses.

10.3   Additionally, accessibility arrangements shall be reviewed alongside student and staff feedback and updated to ensure that all students and staff have full access to learning resources.

11. Publication

11.1 This policy shall be published in the *Policy and Procedures* section of the Ikon website, and in student and staff policy libraries.

Policy Information & History

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Government Legislation	Tertiary Education Quality and Standards Agency Act 2011
	Higher Education Standards Framework (Threshold Standards) 2021
	National Code 2018
	Disability Discrimination Act 1992
	Disability Standards for Education 2005
Responsible Officer	Dean
Sources:	In developing this policy, the following documents were considered:
	Tertiary Education Quality and Standards Agency, *Guidance Note: Diversity and Equity,* Version 1.2, 11 October 2017
	Tertiary Education Quality and Standards Agency, *Guidance Note: Staffing, Learning Resources and Educational Support,* Version 1.3, 22 November 2017
Benchmarking:	External referencing activities were conducted against comparable providers and best practice using publicly available information, including from: Kaplan Business School, Australian College of Applied Professions, S P Jain Global School of Management, Excelsia College, and the University of New England.
Editorial Amendment	22 September
	To improve the clarity of language and correct minor typos
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