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Related Documents	<i>Disability Policy</i> <i>Access and Reasonable Adjustments Policy and Procedures</i> <i>Course Development, Approval and Review Policy</i> <i>Copyright Policy</i> <i>Intellectual Property Policy</i> <i>Student Handbooks</i> <i>Student at Risk Policy and Procedures</i> <i>Student Code of Conduct Policy</i> <i>Student Equity, Diversity and Fair Treatment Policy</i>

1. Purpose

This Policy is intended to ensure that staff and students of the Analytics Institute of Australia (AIA) have access to a range of relevant, current, and appropriate learning and academic resources to support their study, development, and scholarly endeavors.

2. Scope

The Policy applies to all students of AIA, and to staff involved in the design and delivery, monitoring and evaluation of courses offered by AIA.

3. Policy Principles

- a. AIA will support learning and teaching, academic endeavors, and scholarship through the provision of appropriate learning resources, up-to-date and accurate information, and provide academic services required by staff and students.
- b. Learning resources will support AIA's learning and teaching approach, and facilitate educational innovation.
- c. The design of learning resources will find the right balance between face-to-face, online and self- service options to maximise availability of services and student satisfaction.
- d. They will be accessible to all students and staff, regardless of the study mode, through a mix of learning facilities and technologies, and be available at appropriate times during the academic calendar.
- e. Learning resources will comprise primarily electronic and digital resources.
- f. The AIA Library will hold copies of the prescribed and recommended texts for every Unit and Course delivered.
- g. AIA may supplement access to broader collections by entering collaborative partnerships with other Libraries, and educational and professional organisations to add value to the library services.

- h. A systematic review and improvement process embedded in AIA's quality assurance framework and procedures, will be in place to reflect upon and incorporate student and staff feedback, current pedagogical practices and AIA's educational priorities.
- i. Risk management in relation to learning resources has been taken into consideration and documented in *AIA's Risk Management Policy and Procedures* and *Risk Register*.

Learning Technologies

- a. AIA's Learning Technologies will be made available to students via the Learning Management System (CANVAS) and will be appropriately supported to ensure that staff and students are provided with the necessary skills and resources to utilise them.

Access and Use:

- a. The Learning Technologies on the LMS will be available to staff involved in learning and teaching and students enrolled in AIA courses
- b. Access to the LMS by staff and students will:
 - be subject to the applicable licensing agreements and hosting arrangements; and
 - require appropriate authentication and authorisation of users (by an approved AIA ID).
- c. When using the LMS, students and staff are required to behave in a courteous and respectful manner, according to the *AIA Student Code of Conduct Policy*, *Staff Code of Conduct Policy* and *IT Acceptable Useage Policy*, and in compliance with applicable laws (such as privacy, copyright and cyber-bullying).

Management:

- a. AIA will endeavour to ensure the LMS is available 99.7% of the time, excluding scheduled outages.
- b. In the event of unscheduled outages due to extreme or unforeseen circumstances, AIA will ensure students are not dis-advantaged in relation to completing assessment tasks and progressing in their course. The appropriate remedial action will be determined on a case-by-case basis and approved by the Academic Dean or delegate.
- c. Resources will be provided by AIA for the development and maintenance of the LMS to ensure a reliable and robust platform for learning and teaching activities.
- d. Resources will be provided by AIA for the provision of training and support to staff and students using applications on the LMS to ensure capabilities in their use.
- e. The LMS technology will be updated based on demonstrated need and the availability of sufficient resources.

Learning Resources

- a. All Learning Resources for a Unit or Course will be:

- accurately aligned with AIA’s graduate attributes, Course and Unit learning outcomes, and reflect the appropriate Australian Qualification Framework (AQF) level;
 - aligned to the *AIA Disability Policy, Access and Reasonable Adjustments Policy and Procedures* and *Equity, Diversity and Fair Treatment Policy* to maximise accessibility to all students irrespective of their mode of study and/or special needs. Learning Resources may be adapted and released to meet the requirements of students with a disability or special needs, providing that these adaptations are appropriate for the content, the discipline and/or the learning objectives;
 - 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 authoritative.
- b. The Learning Resources available on the LMS will be overseen by the Dean of Students and the Librarian, in consultation with Course and Unit Convenors.
- c. All Learning Resources will 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 in accordance with the *AIA Copyright Policy*, and *Intellectual Property Policy*.
- d. The quality of the Learning Resources will be regularly monitored. The Registrar will oversee the gathering of feedback from students and staff on a regular basis, reflect on the information gathered, and make any recommendations for improvement to the Academic Board. This will align with AIA’s Student Experience survey process, and cyclical Unit and Course Review processes. For more details see: *Course Development, Approval and Review Policy; Unit Review Policy; Student Information Protection and Access Policy; and the Quality Assurance Framework*.

Library Collection

- a. AIA will maintain a limited collection of materials in its Library, including copies of the prescribed and recommended texts for every Unit and Course delivered.
- b. When selecting materials, consideration will be given to the relevance to the AIA ’s courses, the learning outcomes of each course, the number of copies required to support the student cohort, the date of issue, the profile of the author, and whether the material is a seminal work and/or an emerging area of scholarship. AIA will also consider:
- that materials are relevant, accessible, and provided in a timely fashion
 - that materials represent diverse academic perspectives of pertinent topics and issues.
 - that materials are presented accurately, clearly, and in a readable manner.
- c. Where available, preference will 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.
- d. The Library will hold subscriptions to relevant online resources and databases.

- e. Major library resource acquisitions will be made through consultation with the Learning and Teaching Committee and if significant resources or unplanned expenditure is required, approval by the Board of Directors will be required.

Orientation and Support

- a. In the week preceding the commencement of classes the Registrar, Dean of Students and the Librarian will organise a program of orientation and induction for all new students. These sessions build on information already provided to students as part of the offer process including student academic services, IT services, safety information about the campus, international student services, language and personal support services, locations, and access. Accessing and using AIA's Learning Resources, including the LMS and Library are a key element of the orientation program.
- b. The AIA Library will assist students to build scholarly confidence in respect to academic integrity by providing information and assistance on how to act with integrity and discouraging all forms of academic dishonesty, including through the online module all students are required to complete. A number of Academic Support services will also be available. Tutoring Services will be available for students in Academic Writing, and Plagiarism Tutorials and Referencing tutorials will be conducted through the Library. Students should contact the AIA Librarian and AIA Student Support to access these services.

Key Definitions

Learning Resources means physical and virtual resources that are needed to enable students to achieve the learning outcomes of their course of study. They comprise the sum of Prescribed and Supplementary Content, Library collections and services, software subscriptions, Third-party and licensed material as well as AIA developed material.

Learning Technologies means the application of technology for the enhancement of teaching, learning and assessment. This may include computer-based learning and multimedia materials and the use of networks and communication systems to support learning.

Prescribed Content means all essential learning resources that a student must engage with during their unit of study in order to successfully achieve the learning outcomes. This includes AIA developed content, third party copyright and licenced material, information, tasks and activities.

Supplementary Content: comprises content that will extend a student's learning or understanding. It is not content that the student must engage with in order to successfully complete the assessment tasks.

Third Party and Licensed Materials: comprises material for which the copyright is held by a Copyright Holder other than AIA or obtained through a service provider and for which the requirements of Australian copyright law or licencing agreement with the service provider must be adhered to.

4. Responsibilities

The Academic Dean and Librarian are responsible for maintenance and implementation of this Policy

5. Legislation and Related Documents

The following legislation and guidelines are relevant to this Policy

- Education Services for Overseas Students Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Disability Discrimination Act 1992
- Disability Standards for Education 2005

The following Standards in the Higher Education Standards Framework (Threshold Standards) 2015 relate:

Registration: 2.1.3

Accreditation: 1.3.6, 3.1.2a-c, 3.3.2, 3.3.3, 4.2.5

Version history

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