Learning Resources Policy and Procedure

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1   Scope and Purpose

The policy and procedure provide a framework for managing Russo Business School's learning resources to ensure that resources are of a high quality and are kept up-to-date.

This policy and procedure applies to all members of Russo Business School's higher education community.

2   Definitions

Academic Integrity is demonstrating the values of honesty, trust, fairness, respect and responsibility in all academic endeavours, including preparing and presenting work for assessment as part of degree coursework or research.

Benchmarking is recognised as a means by which an entity can: demonstrate accountability to stakeholders; improve networking and collaborative relationships; generate management information; develop an increased understanding of practice, process or performance; and garner insights into how improvements might be made. In the context of course accreditation, benchmarking involves comparing performance outcomes and/or processes of similar courses of study delivered by other providers. 'Internal benchmarking' against other relevant courses offered by the provider may also be undertaken.

Blended learning is combination of face-to-face and distance education practises, or methods, or tools, or content, or cultures.

Course is a single course leading to an Australian higher education award.

Learning materials are the resources a lecturer or tutor uses to assist teaching and to help students learn.

Learning outcomes are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

Prescribed texts are the textbooks that have been listed for the Subject as essential references and reading to successfully complete the Subject.

Special consideration means the provisions in these procedures that may allow a student to apply for supplementary assessment or some other form of consideration in situations where it can be demonstrated that assessment has been affected by some situation or circumstance beyond the student's control.

Subject is a discrete unit of study, where a combination of Subjects make up a program of study.

3   Policy Objectives

Russo Business School is committed to providing high quality learning resources for students to support their study. Russo Business School will:

    a. Provide high quality learning resources
    b. Ensure learning resources are kept up-to-date
    c. Provide access to resources via the Learning Management System (LMS)
    d. Ensure it protects its intellectual property
    e. Comply with copyright requirements

4   Implementation

This policy and procedure will be implemented by the Dean of Studies, Course Co-ordinator, Subject Coordinators, in conjunction with the Manager, The Resource Centre and teaching staff. The Teaching and Learning Committee will have oversight of the adequacy of learning resources and report any issues to the Academic Board.

5   Procedure

5.1   Management of Learning Resources

All academic and learning resources staff will ensure that they adhere to this policy and procedure when developing and updating learning resources and be mindful of intellectual property rights and copyright compliance. Staff will be trained in the use of the LMS, and ongoing support will be provided in managing the quality of learning resources.

5.1.1   Responsibilities

a. The Dean of Studies is responsible for approval and oversight of the quality of all learning resources and intellectual property rights.
b. Course Coordinators are responsible for ensuring that the learning resources for their courses are of high quality and kept up-to date and obtaining relevant approval.
c. Subject Co-ordinators are responsible for ensuring that learning resources for their own Subjects are of high quality and kept up-to-date, and obtaining relevant approval.
d. The Manager, The Resource Centre is responsible for:
    i. advising and sourcing learning resources in consultation with the Dean of Studies, including advice on reasonable adjustments for students with a disability.
    ii. Advising on and sourcing copyright permission, where necessary.

5.1.2   Approval of Resources and Version Control

The Dean of Studies will determine any required documents and resources using forms in the Russo Business School format and distribute templates to staff. The Dean of Studies, or their delegate, will also approve learning resources before they are uploaded to the LMS or website, and ensure that obsolete versions are removed. All learning resources will be version controlled in accordance with the Records Management Policy and Procedure.

5.2   Types of Learning Resources

Russo Business School ensures that an appropriate variety of appropriate learning resources are used to support a variety of learning styles to enable students to successfully complete their courses. Learning resources are inclusive and avoid discrimination and stereotyping. Russo Business School is committed to supporting learners to achieve the outcomes they desire. Support strategies include:

- Identifying particular support requirements (such as literacy, numeracy, English language or physical capability assistance) that learners may need to complete each course
- Developing strategies to make support available where gaps are identified using the principles of reasonable adjustment
- Consistent monitoring of all enrolled students' progress and identifying students at risk
- A flexible approach to assisting learners

- Access to learning resources within the Campus's Resource Centre
- Access to counselling support

5.2.1 Library Resources

The Manager, Resource Centre is responsible for maintaining an appropriate collection of learning resources via subscription to relevant e-libraries and being available either physically or online to support students in developing their capacity for independent learning and enquiry. Subscriptions to e-libraries provide full access to the scholarly resources required, such as e-textbooks, journal articles and conference proceedings. Students studying on campus at the Brisbane Campus will also have access to the print resources in the JCU Brisbane Campus library.

5.2.2 Textbooks

Russo Business School will endeavour to use prescribed texts for subject outlines that are no older than 5 years, however, at times older texts may be more suitable or may be the industry standard. Prescribed texts should be appropriate to the content of the subject outline, appropriate to the year level of the subject outline, and useful in practice. The number of prescribed texts should be kept to a minimum, but be sufficient to adequately support the learning outcomes of the subject. The Learning and Teaching Committee is responsible for the development and review of subject outlines, including prescribed texts, which are finally approved by the Academic Board.

Students are responsible for purchasing their own textbooks. Some textbooks will be available as e-textbooks via e-subscriptions, which will provide students with e-books at a lower cost than hard copy texts.

5.2.3 Open-access space

Russo Business School will provide an open-access space where students can study and collaborate.

5.2.4 Learning Materials

Learning Materials are available in the LMS and include access to lectures, tutorials, practicals, access to learning resources and online study guides.

5.2.5 Subject Study Guides

Subject study guides provide additional information for:
- Essay & assignment writing such as essay writing basics, critical reviews, and reflective writing assignments, planning assignments, answering assignment questions, and editing assignment templates.
- Referencing and plagiarism for referencing conventions in assignments, and how to cite using different styles such as Harvard, Footnote/bibliography, and APA, and how to avoid plagiarism.
- Writing to introduce paraphrasing, summarising, quoting, punctuation, and to provide cohesion and flow.
- Studying for exams to offer tips for efficient study and getting through the exam period.
- Different types of exams such as multiple choice exams, essays and open book and take home exams.
- Reading and note-taking to help students get the most out of lectures and readings by taking most efficient notes.
- Time management to plan and spread the work for both short and long term studies
- Oral presentations and seminars to develop public speaking skills and to improve performance.
- Technical writing such as reports and case studies outlining the basics of these types of assignments.
- English support including useful websites to improve English and to provide an academic vocabulary

- Links to the Student Handbook for orientation and to help students' transition to tertiary study in Australia.

5.2.6 Subject Lecturer Manuals

These include Learning Management System Training Tutorials and Blended Learning Toolkits for academic staff.

- Learning Management System Training: New academic staff are trained in how to use the Learning Management System.
- Blended Learning Toolkits: A Blended Learning Toolkit is a free, open resource for educational institutions interested in developing or expanding their blended learning initiatives. Blended Learning Toolkit offers guidance, examples, professional development, and other resources for academic staff.

5.2.7 Special Needs

Lecturers are responsible for initiating the development of adaptation of learning resources on a case-by-case basis and liaising with the Course Coordinator and Manager of the Resource Centre to support the student, where practically possible.

5.2.8 Information Technology Support

Russo Business School provides the following services to assist students:

- Staff and Student Emails
- IT Help Desk
- WIFI
- Online access to Study Guides
- LMS
- Student Enrolment and Administration
- The Resource Centre

5.3 Review of Learning Resources

The Dean of Studies will ensure periodic reviews of learning resources are undertaken and reported to the Teaching and Learning Committee and Academic Board. These reviews will include feedback from staff and students, and outline improvements made as a result of the feedback.

The Subject Co-ordinator will periodically undertake benchmarking against available external learning resources and make recommendations to the Teaching and Learning Committee to improve the quality of learning resources.

6 Related documents

The following policies and procedures are related to this policy and procedure:

a. Academic Honesty and Misconduct Policy and Procedure
b. Freedom of Speech and Academic Freedom Policy and Procedure
c. Student Handbook
d. Lecturer Manual
e. Student Information Provision Policy and Procedure
f. Student Support Policy and Procedure
g. Subject Outlines
h. Subject Guides

7   Review

Three years from commencement.

8   Accountabilities

The Academic Board is responsible for review and approval of this policy.

Russo Business School is responsible for distribution to students and the Institute's higher education community via the website and other publications.

Delegated Authority	Delegation
Governance	
Academic Board	Refer to the Terms of Reference
Learning and Teaching Committee	Refer to the Terms of Reference
Executives	
Executive Dean	Relevant to Accountability Statement
Management	
Dean of Studies	Relevant to Accountability Statement
Manager, The Resource Centre	Relevant to Accountability Statement
Subject Co-ordinators	Relevant to Accountability Statement

9   Revision history

Policy & Procedure Version No	Policy & Procedure Sponsor	Approval Authority	Date of Approval	Date for next review
1/2022	Diploma Program Manager	Academic Board	15/07/2022	15/07/2024