

# **Learning and Teaching Resources**

## **Policy and Procedure**

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## 1. PURPOSE

As a provider of higher education qualifications that prepare students for professional and creative roles in the creative industries, AFTT is committed to ensuring that its students have equitable and appropriate access to the resources and facilities they need to meet unit learning outcomes and course objectives.

The purpose of the Learning and Teaching Resources Policy and Procedure is to provide foundations and protocols for the management of learning and teaching resources at AFTT including the development of library collections.

## 2. SCOPE

The Learning and Teaching Resources Policy and Procedure is applicable to all AFTT's staff, qualifications, and learning and teaching resources.

For the purpose of this policy and procedure, staff includes all employees, contracted lecturers and tutor, internship and/or work placement coordinators, and occasional guest lecturers/teachers/instructors/speakers at AFTT.

## 3. DEFINITIONS

All definitions are located in the *AFTT Glossary*.

## 4. POLICY

- 4.1. AFTT will identify, acquire, and maintain learning and teaching resources, including, physical and digital collections, library resources, academic, administrative, and technological resources in such a way as to support:
  - 4.1.1. The achievement of course objectives and unit learning outcomes,
  - 4.1.2. Student progress, and
  - 4.1.3. Programs promoting student wellbeing and safety.
- 4.2. AFTT will ensure access is available for students and staff to the required information and resources listed in unit overviews.
- 4.3. AFTT will ensure students and staff have access to the information and resources necessary to support student progress and programs promoting student wellbeing and safety.
- 4.4. AFTT will provide access to digital resources by way of the student learning portal and online data base subscriptions.
- 4.5. Heads of Department have primary responsibility for identification of the administrative, academic, and technological resources related to accredited qualifications in their discipline area.
- 4.6. The Dean has primary responsibility for identification of the administrative, academic, and technological resources related to student progress, and student wellbeing and safety.
- 4.7. The Dean and the National Librarian, have primary responsibility for the acquisition, management and maintenance of the physical and digital collections and library resources.

- 4.8. AFTT provides computing, IT and printing facilities to students and staff in the designated computer labs and at other locations throughout the campuses.
- 4.9. Authorised users will be provided with ready access to these resources in accordance with the Cyber Security Policy and other policies, procedures, and guidelines.

## **5. PROCEDURE**

### **5.1. Library Collection**

- 5.1.1. Heads of Department will identify core texts, and recommended reading lists and inform the librarian/s about changes and updates as a part of the study period preparation processes.
- 5.1.2. The Dean will authorise the purchase of new learning and teaching resources (print, online subscriptions, e-books, CDs, etc.), based on recommendations and requests from AFTT's Governing Council, Academic Board, Committees and Sub-committees, librarian/s, and staff.

### **5.2. Administrative Resources**

- 5.2.1. Heads of Department and Unit Co-ordinators will manage, update, and make available to students and staff all administrative resources associated with particular units.
- 5.2.2. The review of the administrative resources is normally conducted during scheduled Course Review Cycles.

### **5.3. Technological Resources**

- 5.3.1. Heads of Departments will maintain, manage and update technological resources associated with particular units.
- 5.3.2. The respective Head of Department will recommend new technological resources or a major update to the existing technological resources to the Chief Executive Officer as a business case for consideration and approval.
- 5.3.3. The Head of Department will outline the benefits relevant to the course's learning outcomes in the rationale and, provide additional background and information to the Chief Executive Officer who, after a careful and comprehensive analysis, will approve or reject any proposed changes or provide alternate recommendations.
- 5.3.4. The review of the technological resources is conducted during scheduled Course Review Cycles.

### **5.4. Learning and Teaching Facilities**

- 5.4.1. The Head of Facilities on each campus, as a primary caretaker, will supervise and maintain all campus learning and teaching facilities that include, but are not limited to:
  - Classrooms,
  - Theatrettes, Auditoriums, Student lounges,
  - AFTT labs (MIDI, Animation, FTV),
  - Audio Recording and Sound Production Studios,
  - Film and Television Production Studio,
  - Rehearsal Rooms, music production suites and
  - Equipment.

### **5.5. Student Learning Management System (LMS)**

- 5.5.1. The Education Services will keep the Student Learning Management System up to date. The Education Services delegate the maintenance, update, and

development of various LMS pages to the relevant parties. This includes but is not limited to:

- 5.5.1.1. Heads of Departments – their respective unit pages including unit overviews, rubrics, learning resources, assessments, assessment briefs and Turnitin,
  - 5.5.1.2. National Librarian – Library Services page, Personal Support and Counselling Services page,
  - 5.5.1.3. Academic Support Officers – Student Support and Study Skills page, Peer Mentoring page and Wellbeing and Safety page.
- 5.5.2. The monitoring of the Student Learning Management System pages is conducted on an ongoing basis.

## **6. RELATED DOCUMENTS**

- 6.1. AFTT Glossary
- 6.2. Cyber Security Policy
- 6.3. Assessment Management Policy and Procedure
- 6.4. Curriculum Management Policy and Procedure

## **7. RELEVANT LEGISLATION**

- 7.1. Higher Education Support Act 2003 (Cth)
- 7.2. Higher Education Standards Framework (Threshold Standards) 2021

## **8. POSITIONS RESPONSIBLE**

- 8.1. Heads of Department
- 8.2. Dean
- 8.3. National Librarian
- 8.4. Education Services
- 8.5. Academic Support Officers
- 8.6. Campus Managers
- 8.7. Chief Executive Officer
- 8.8. AFTT Staff

## 9. APPROVAL INFORMATION

<b>Approval Authority</b>	Governing Council
<b>Health Check approval authority</b>	AFTT CEO
<b>Review date</b>	15/12/2024

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	Dean, Quality	14/09/2021	15/11/2021	Amendments as per external reviewer's recommendations. <b>Learning and Teaching Resources Management Policy</b> elements have been segregated between Policy and Procedure sections in this document.	Current
	AFTT CEO	05/08/2021			
1.1	AFTT CEO	12/08/2022	12/08/2022	Positions updated.	Current

Version control tables from previous Policies and Procedures reside in the original documents.

## REFERENCES and ACKNOWLEDGEMENTS

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<https://www.kbs.edu.au/documents/learning-facilities-and-resources-policy>

Oxford Institute of Higher Education. (2021). *Learning resources policy*.

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