Learning Facilities and Resources Policy

Scope

This Policy applies to all students, staff, visitors and contractors that may be involved in the design, implementation, monitoring and evaluation of any learning activity that is made available to students at Kaplan Higher Education Pty Ltd, trading as Murdoch Institute of Technology ("the School").

The Policy also applies to all staff or contractors who are responsible for the currency and maintenance of all Kaplan teaching facilities.

Purpose

This Policy, and the associated procedures, are intended to promote the delivery of a sustainable and flexible pedagogical approach designed to:

- Establish a shared understanding of Learning Facilities, Technologies, Resources, and Educational Support in the context of the School;
- Support the learning and teaching pedagogy of the School, regardless of the learning environment (physical, online or blended);
- Provide a timely single reference point for resources necessary to complete a subject or course;
- Promote effective interactions between students, as well as between staff and students;
- Facilitate educational innovation.

Policy Statement

The School is committed to providing an enriching learning environment that is supported by Learning Facilities, Technologies, and the provision of Learning Resources and Support that is appropriate to the student's learning and assessment needs. Driven by the strategic objectives set out in the School's *Strategic Plan*, this policy provides a framework to ensure the School's ongoing compliance with the Higher Education Standards.

Policy Principles

This Policy is underpinned by the following principles:

The School recognises that the curriculum, at both the subject and course level, will 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; and
- encourage the development of learning communities within and between student groups and staff by maximising opportunities for interaction and communication.

There is an appropriate mix of Learning Facilities and Technologies that enable equitable access to Learning Resources and Support.

The School aims to advantage students in their learning through access to technologies or knowledge and skills in their use. Decisions about the technologies to be used are vested with Kaplan, in collaboration with Kaplan's Information Technology Department– refer to the Kaplan *Information Technology Change Management Policy.*

A cooperative approach by curriculum designers, e-learning technology and relevant expertise is encouraged for the management enhancement and delivery modes of Learning Facilities, Technologies, Learning Resources and Educational Support.

The systematic review processes are embedded to reflect upon and incorporate student feedback, current pedagogical practices and educational priorities for continuous improvement of the School's Learning Facilities, Technologies, Learning Resources and Educational Support.

Risk management procedures have been taken into consideration and documented in the School's *Business Continuity Plan.*

Policy Application – Learning Facilities

The School 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 the School's *Strategic Plan*.

Allocation of Space:

The School's spaces are allocated for curriculum development, teaching, learning and research purposes, as well as other essential purposes, including:

- Student services and academic advice;
- Student and general administration;
- Student clubs, activities and societies; and
- Engagement activities.

The School's space allocation is administered by the College Director, in collaboration with Kaplan's Senior Management Team and managed by Kaplan's Facilities Manager.

Space will be allocated on the basis of need and is subject to periodic review involving stakeholder consultation and where possible, reallocation as required to the School's strategic priorities at the direction of the College Director.

A *Register of Learning Facilities and Resources* is maintained by the School, and is reviewed on an annual basis to ensure that the level of facilities available meet the requirements of the student population.

The School can allocate space as per the agreed allocation. They do not have authority to allocate space to other users outside of this agreement.

Requests to alter the use of any space must be approved from the relevant management levels within the School, depending on the extent of the alteration. Space alteration is likely to emanate from Murdoch University, through Kaplan Management, the College Director and then financial sign-off. Requests will be considered, taking into account 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 the School; and
- Strategic operational needs and requirements.

Access and Security of Space:

The School 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 appropriately safe and secure premises.

All students, staff, visitors and contractors must assist the School's staff with physical security responsibilities at all times as directed.

Emergency services are permitted to enter the School's premises:

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

Policy Application – Learning Technologies

Wherever possible, the School's Learning Technologies must be made available to the student population via the School's Learning Management System (LMS) – Moodle, and will be appropriately supported to ensure that staff and students are provided with the necessary resources to deliver the learning and teaching goals of the School.

Access and Use:

The Learning Technologies on the LMS will be available to staff involved in learning and teaching and students enrolled in the School's approved units of study;

Access to Learning Technologies on 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 School ID).

When using the School's Learning Technologies, students and staff are required to behave in a courteous and respectful manner, according to the *Kaplan Code of Conduct* and in compliance with applicable laws (such as privacy, copyright and cyber-bullying); along with any applicable School and/or Kaplan policy (such as the Kaplan *IT Acceptable Use Policy*).

Management:

The School will provide a robust and reliable service for Learning Technologies. In accordance with accepted commercial guidelines, the School will endeavour to provide a service that is available 99.7% of the time, excluding scheduled outages.

The School recognises that technology failure is unavoidable and will advise staff and students to consider this when undertaking their work. In the event of unscheduled outages due to extreme or unforeseen

circumstances, the School will 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 will be determined on a case-by-case basis and approved by the College Director or his/her delegate.

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

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

New Learning Technologies will be added to the LMS, while outdated Learning Technologies will be retired from the LMS, based on demonstrated need and the availability of sufficient resources to properly manage and maintain them.

Policy Application – Learning Resources

All Learning Resources for a subject or course are:

- accurately aligned with the School's graduate attributes, learning outcomes, and reflects the appropriate Australian Qualification Framework (AQF) level;
- aligned to the *Diversity, Inclusion and Equity Policy* to maximise accessibility to all students irrespective of their mode of study and/or special 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.

The version of Learning Resources released to students will be stored and managed via Kaplan's centralised Learning Management System (LMS)and customised to the School, and where appropriate, via the School's campus.

All Learning Resources used by the School 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 Kaplan *Intellectual Property Policy* and *Copyright Policy.*

Learning Resources may be adapted and released to meet the requirements of Special Needs Students providing that these adaptations are appropriate for the content, the discipline and/or the learning objectives. Decisions on adaptations must be made in consultation with a senior member of the academic leadership team, the National Manager, Copyright Compliance and Information Resources and the School's Student Support Officer based upon disciplinary and pedagogical expertise as well as compliance. Further adaptive technologies and modified resources will reflect the *Diversity, Inclusion and Equity Policy,* where appropriate.

The quality of the Learning Resources will be regularly monitored. This will include gathering feedback from students and staff. The School will reflect on the information gathered, in collaboration with the Information Resources Working Group (IRWG), to enhance Learning Resources and ensure the provision of resources is responsive to changes in users' needs and demands.

Learning and Teaching Content:

All content used by the School must be consistent with the School's style and branding guidelines, as well as the *Kaplan Intellectual Property Policy* and *Copyright Policy.* To maintain consistency, the use of cascading and standardised templates are strongly recommended.

All Third-Party Copyright and licenced material must be approved and managed by eReserve unless directed otherwise by the School's Copyright Liaison Officer.

Library Collections

The School's Electronic Library collection (and associated systems) are managed by the Kaplan IRWG. Electronic collection development is tabled at the IRWG meetings to ensure alignment with disciplinary and pedagogical application across the School.

Physical library collections are managed by Kaplan while following Kaplan's *Acquisition and Management Guidelines.*

Access to the Physical Library is governed by the operating hours of each campus – with opening hours published on the Library's page of the School's LMS.

Where available, preference will be given to the purchase or subscription of electronic versions of licenced Third-Party Learning Resources, provided the budgetary, licensing and technological needs maximise access, availability and flexibility of delivery.

Policy Application – Educational Support

The School, in coordination with Kaplan's IRWG, is responsible for ensuring the provision of Educational Support resources that anticipate the needs of the student population.

All 'on campus' students are required to attend an Orientation Program prior to commencement of their studies to assist with the transition. This program encompasses a range of educational, course planning, health and safety and social information sessions.

Support programs and resources are accessible via the Library page of the LMS, and where permissible, around the campus.

Staff and students have access to a qualified librarian, and supporting library staff, to assist with any library or research enquiry. Access to these resources can be achieved via the School's Electronic Library, and if available, the Physical Library.

Counselling services and disability support officers are available at the School. In addition to these, the School can also assist students who require further development of their English language proficiency by referring them to specialised education providers within the wider Kaplan Australia Group. Further adaptive technologies and modified content and/or resources will reflect the *Diversity, Inclusion and Equity Policy* where appropriate.

Definitions

Copyright Liaison Officer means the person appointed by the School to assist the Kaplan National Manager, Copyright Compliance and Information Resources in the implementation and administration of the Copyright Framework.

Information Resources Working Group (IRWG) provides strategic direction and leadership to the development, implementation and sustainability of programs pertaining to the School's Information Resources (resources that are essential to supporting the student learning outcomes, facilitating the

development of graduate attributes, and supporting a culture of scholarship amongst the student and academic staff).

Content means material developed by an employee or contractor for the purpose of teaching and learning. This can comprise of lecture notes, tutorial workshops, assignments, examination papers or sites, worksheets and other material where an employee or contractor will not be infringing copyright or licensing agreements by distributing the material to enrolled students.

Learning Facilities means the facilities provided to students, so that they can use every opportunity to develop their full potential. Learning facilities include 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, specialised laboratories, digital resources, building fixtures and furnishings, equipment etc.

Learning Resources means physical and virtual resources that are needed to enable students to achieve the learning outcomes of their academic program. It comprises the sum of Prescribed and Supplementary Content, Library Collections and Services, Software subscriptions, Third party and licensed material as well as Educational Support provisions.

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 complete the learning outcomes. This includes 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 the School or obtained through a service aggregator and for which the requirements of Australian copyright law or licencing agreement with the aggregator service must be adhered to.

Recordkeeping

Records of all learning technologies and resources, are kept in the *Learning Facilities and Resources Register* to ensure these are regularly reviewed, updated and maintained as outlined in the *Record Management Policy*.
An inventory of all teaching facilities (including all relevant floorplans), is kept and maintained by the School's Facilities Manager in line with the School's needs as well as relevant legislation requirements.
Records of counselling services, accessibility requirements for students and English language referrals are administered and retained as per the *Student Record Management Policy*, to ensure compliance with State and Federal legislation.

Relevant Legislation

As a registered education provider, the School operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with such laws.

Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
https://www.legislation.gov.au/Details/C2017C00271
Higher Education Standards Framework (Threshold Standards) 2015

https://www.legislation.gov.au/Details/F2015L01639
Higher Education Support Act 2003
https://www.legislation.gov.au/Details/C2019C00201
Education Services for Overseas Students Act 2000 (ESOS Act 2000)
https://www.legislation.gov.au/Details/C2017C00292
Disability Discrimination Act 1992 *https://www.legislation.gov.au/Details/C2018C00125*
Disability Standards for Education 2005 *https://www.legislation.gov.au/Details/F2005L00767*

Related Policies

Public policies related to this Policy are available on Kaplan's website, currently at following link:
https://www.murdochinstitute.wa.edu.au/policies/

- Assessment Policy
- Course and Subject Development and Review Policy
- Diversity, Inclusion and Equity Policy
- Health and Safety Policy
- Kaplan Copyright Policy
- Kaplan Intellectual Property Policy (currently under development)
- Privacy Policy
- Progression Policy
- Record Management Policy (scheduled for development)
- Student Code of Conduct
- Student Record Management Policy (currently under review)

The following internal policies are available within the Company to support this Policy:

- Business Strategic Plan
- Business Continuity Plan
- Register of Learning Facilities
- Kaplan Acquisition and Management Guidelines
- Kaplan Information Technology and Change Management Policy (internal policy)
- Kaplan Information Technology Acceptable Use Policy (internal policy)

Contacts

For advice regarding Learning Resources contact a member of the Information Resources Working Group (IRWG) or the National Manager, Copyright Compliance and Information Resources.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Policy Category	Academic
Responsible Officer	Vice President, Academic
Implementation Officer(s)	College Director and Academic Manager
Review Date	March 2023
Approved by	
Academic Board	

Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
1.0	Academic Quality and Governance Team	New policy. Aligns standards across Kaplan Australia academic entities.	1.03.2017	16.03.2017
2.0	Quality, Regulations and Standards Team	***Revised policy.*** Reviewed and updated information on Learning Resources. Added information on Teaching Facilities, Learning Technologies and Educational Support to ensure compliance with Sections 2.1, 2.3, 3.2, 3.3 of the HES Framework 2015. Included information on special needs requirements and made reference to availability of counselling services and referrals to development of English language proficiency. Added information on recordkeeping, relevant legislation and related policies.	26.03.2020	01.04.2020