Learning Resources Review Procedure

Procedure Category	Academic		
Document Owner	Dean		
Responsible Officer	Dean		
Review Date	1/11/2021		
Related Documents	*Benchmarking Guidelines* *Delegations Policy and Register* *Disability Support Policy* *Disability Support Procedure* *Equity and Diversity Framework* *Facilities and Resources Plan 2020-2024* *Learning Technologies Policy* *Library Plan* *Program Review Policy* *Program Review Procedure* *Quality Assurance Framework* *Strategic Plan 2018-2022* *Student Support Framework*		
Version	**Authorised by**	**Approved**	**Effective Date**
1.1	Academic Board	1/11/2018	1/11/2018

This Procedure implements Waratah Institute's (the 'Institute') *Program Review Policy* and *Learning Technologies Policy*.

1. Definitions

Affiliate: any person appointed or engaged by Waratah Institute to perform duties or functions for the institution other than students and staff, and including members of advisory committees and governing bodies, contractors, consultants, and agency staff.

Learning resources: physical or electronic tools, systems, devices, materials (proprietary or open-source) that are specific to supporting learning within a program, including teaching and assessment resources.

2. Scope

This Procedure applies to Waratah Institute staff and affiliates.

3. Procedure

Resources offered by Waratah Institute in support of learning, teaching and assessment activities are maintained and updated through a formal review process.

The quality of learning resources, including their currency, fitness-for-purpose or accessibility, is ascertained through a cycle of minor, comprehensive and accreditation reviews overseen by the Teaching and Learning Committee. For more information on the program review process, refer to the *Program Review Procedure*, which can be accessed from the Waratah Institute's website.

The findings of each review inform the maintenance, update, decommissioning, and replacement of learning, teaching, and assessment resources:

- outcomes of each learning resources review are reported on an annual basis to the Teaching and Learning Committee and the Academic Board for consideration and potential corrective or remedial action; and

- outcomes arising from accreditation reviews are submitted to the Corporate Board for consideration and action as applicable.

3.1. Review

Minor review

At the end of each trimester, the Program Coordinator conducts a minor review of each of the units delivered in that trimester. This review will include the learning resources used in the unit.

The Program Coordinator considers student outcomes and feedback from students and Lecturers during the review.

Criteria guiding a minor review include:

- currency;
- reliability and accessibility; and
- effectiveness in supporting learning, teaching and assessment.

In response to the findings of the review, the Program Coordinator develop an action plan for the improvement of the unit outline and associated learning, teaching, and assessment resources.

Comprehensive review

The Program Coordinator is responsible for conducting comprehensive reviews of selected units, including learning resources attached to the unit.

The Program Coordinator gathers relevant evidence on the use of learning resources, including program-related data which could support the review such as assessment briefs and outcomes, student work samples, assessment outcomes, and stakeholder feedback (student, Lecturer, external academic, industry representatives, including the Program Advisory Committee).

Criteria guiding a comprehensive review include:

- reliability and accessibility;
- effectiveness in supporting learning, teaching and assessment;
- relevance with graduate outcomes;
- alignment with Waratah Institute's *Strategic Plan* and *Learning and Teaching Plan*; and
- currency, in the light of industry and professional trends, standards and expectations.

In response to the findings of the review, the Program Coordinator develops an action plan for the improvement of the unit outline and associated learning, teaching, and assessment resources.

Accreditation review

The Dean is responsible for conducting accreditation program reviews. The Program Advisory Committee gives expert external input from academic and industry perspectives on learning resources and makes recommendations on the quality and quantity of learning resources.

The Dean gathers relevant evidence on the use of learning resources, including implementation of recommendations from previous program reviews, and program-related data which could support the review such as assessment briefs and outcomes, student work samples, assessment outcomes, and stakeholder feedback (student, Lecturer, external academic, industry representatives, including the Program Advisory Committee).

Criteria guiding an accreditation review include:

- reliability and accessibility;
- effectiveness in supporting learning, teaching and assessment;

- alignment with graduate outcomes;
- sustainability, considering changes to the programs, its delivery, or academic staff;
- alignment with Waratah Institute's *Strategic Plan* and *Learning and Teaching Plan*; and
- currency, in the light of industry, learning and professional trends, standards and expectations.

In response to the findings of the review, the Dean develops an action plan for the improvement of the unit outline and associated learning, teaching, and assessment resources.

3.2. Review outcomes implementation

Changes to learning resources as documented in each action plan will be either:

- minor, i.e. changes to learning resources which are within the Library's annual budget or within the Librarian's financial delegations; or
- major, i.e. changes to learning resources which are not within the Library's annual budget or within the Librarian's financial delegations.

Minor changes will be communicated by the Program Coordinator directly to the Librarian for action, e.g. decommissioning of extant resources and purchase of new resources.

Major changes will be communicated to the Dean and submitted to the Executive Management Committee for consideration and subsequent recommendation to the Academic Board and Corporate Board as appropriate.

3.3. Annual learning resources budget

Capital and operating expenditure provisions for learning resources are subject to the Corporate Board's approval on the recommendation of the Executive Management Committee.

The Executive Management Committee determines provisions for learning resources after consultation with Waratah Institute staff, the Academic Board and relevant committees, in particular:

- recommendations on the purchase and support of learning and teaching technologies are made by the Executive Management Committee to the Academic Board; and
- the Library budget proposal is developed by the Librarian in consultation with Program Coordinators.

For more information on capital and operating expenditure for resources, refer to the *Facilities and Resources Plan*.

4. Breaches

If a staff member is found to be in breach of this Procedure, she or he may be subject to disciplinary action in accordance with the *Staff Code of Conduct* and *Misconduct Procedure*, which can be accessed from the Waratah Institute's website.

5. Appeals

Appeals concerning any decision taken in relation to this Procedure should be made under the *Staff Complaints and Appeals Policy*, which can be accessed from the Waratah Institute's website.

Document History:

Version	Date	Author	Reason	Sections
0.1	2/10/2018	Julien Marechal	As requested by the Corporate Board at its 27/09/2018 meeting	All
1.0	1/11/2018	Julien Marechal	Approved by Academic Board.	All
1.1	30/12/2019	Philippa Ryan	Amended to reflect new trading name 'Waratah Institute'.	All