

# Learning Resources Policy

## Scope

This Policy applies to all Learning Resources that support learning in Kaplan Business School's (KBS) courses including online reference material and library resources.

## Purpose

This Policy provides principles and standards for the management of all KBS Learning Resources through a system of collection development, review and access to learning resources that are specific to the learning needs, outcomes and modes of participation expected of our learning community

Learning Resources support KBS' learning and teaching functions and objectives by advocating for the provision of relevant, high quality, contemporary, well-balanced and accessible educational resources. The term "Learning Resources" describes material which has instructional or functional content that supports the teaching and learning process. These include, but are not limited to textbooks, e-resources, learning support tools and information sheets.

## Policy Principles and Standards

1. All learning resources for a subject and course:
  - a. Must be accurately aligned with Kaplan graduate attributes, learning outcomes, and must be directly relevant and up-to-date.
  - b. Must be at the appropriate AQF level.
  - c. Are to be easily accessible to all students irrespective of their mode of study.
  - d. Are aligned to and support the learning needs of students.
2. Where available, preference will be given to the purchase or subscription of electronic versions of information resources, provided that information, budgetary, licensing and technological needs are met to maximise access, availability and flexibility of delivery.
3. Requests for the purchase or subscriptions to new electronic resources will be discussed and considered by the Information Resources Working Group (IRWG) and aligned with annual database budgets.
4. Where subjects are delivered in different modes or at multiple sites, the reading lists and available learning resources must be the same.
5. It is expected that Prescribed Resources are reviewed annually in accordance with any course material review to ensure currency and relevance to the subject. Furthermore, textbook content should be revised at least twice during a seven (7) year period or more regularly as necessary.
6. Kaplan supports and advocates compliance with copyright legislation and vendor/publisher licensing agreements. Where applicable, learning resources shall be digitalised and where possible, freely accessible to students under the relevant copyright legislation.

## Roles and Responsibilities

The National Manager, Information Resources (NMIR) and Academic Director or equivalent are responsible for ensuring learning and teaching resources are available and accessible to all students via the learning management system in each unit of study or subject.

It is the responsibility of the Academic Director or equivalent to ensure that new or updated resource requirements are available to students as soon as possible. For database resources, the Academic Director or equivalent must liaise with the NMIR in a timely manner to ensure such learning resources are made available to students as soon as practical.

All electronic databases containing material which fits within the parameters of learning resources will be maintained by the NMIR with shared costs across all the business entities.

## Learning Resource Collection Types

### 1. Prescribed Resources

A prescribed resource is essential to student learning and includes information, activities, and tasks that support students to achieve the subject and course learning outcomes. The Academic Director (or equivalent) needs to assure that the prescribed resources support the subject content, is appropriate for the AQF level being taught and is suitable for the student cohort.

Prescribed textbooks (physical and electronic) are purchased and maintained by the business entity. Copies of prescribed textbooks shall be made available, either electronically or in print in the library. However, students are advised to purchase personal copies of Prescribed Textbooks and/or other Prescribed Course Material.

### 2. Recommended Resources

A recommended resource is a resource which provides the student with an additional background or current information that supports or enhances the subject learning outcomes that is approved by the academic team. Recommended resources can be used provided that they are available for all students regardless of their mode of delivery or location. All such material must have copyright approvals.

### 3. Shared Electronic Resources

Access to shared electronic learning resources will be provided online through the Kaplan Library web page located on business entity Learning Management System (LMS). Access is governed by licensing agreements and restricted to all current students and business entity staff.

All electronic learning resource databases will be reviewed no less than once every three (3) years to ensure they are current, appropriate and aligned with existing and planned subjects and courses and overall Kaplan Australia objectives.

## Useful Contacts

For advice regarding Learning Resources contact the KBS Information Resources Working Group (IRWG) member or the National Manager, Information Resources.

## Related Policies and Procedures

- Course and Subject Review and Development Policy
- Copyright Policy
- Kaplan Learning Resource Acquisition and Management Guidelines

## Accountable Officers

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

<b>Policy Category</b>	Academic			
<b>Responsible Officer</b>	Academic Dean or equivalent			
<b>Implementation Officer</b>	Academic Director(s) or equivalent			
<b>Review Date</b>	March 2020			
<b>Approved by</b>				
KBS Academic Board				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved:</b>	<b>Effective Date:</b>
1	Academic Quality and Governance Team	New policy. Aligns standards across Kaplan Australia academic entities.	1.03.2017	16.03.2017