

LEARNING RESOURCES POLICY

1. Purpose

- 1.1 Ikon Institute of Australia (Ikon) is dedicated to supporting the learning, teaching, and scholarship of students and staff through the provision of high-quality learning resource services. With both online and offline resources accessible to all students and staff, Ikon shall foster critical inquiry and excellence in learning and teaching.
- 1.2 This policy describes the management of learning resources at Ikon and the types of resources that Ikon shall provide to students and staff. Furthermore, it provides the details of the processes of acquiring, ensuring access for students and staffs, and the maintaining of learning resources.

2. Scope

- 2.1 This policy applies to all staff and students at Ikon.

3. Related Documents

This policy should be read in conjunction with the following documents:

- Teaching and Learning Plan
- Strategic Plan
- Student Services Policy
- Student Handbook
- Learning Support Policy
- Inclusion, Diversity and Equity Policy
- Orientation and Transition Policy
- Copyright Policy
- Intellectual Property Policy
- IT Usage and Security Policy
- Record Management Policy

This policy and related documents can be accessed via the [Policy and Procedures](#) section of the Ikon website, and student and staff policy libraries.

4. Definitions

"Campus" means a facility or location where Ikon:

- delivers a range of courses involving regular face-to-face, online or flexible teaching by Ikon academic staff who are physically located at the facility or in a digital space.
- delivers a range of administrative services to staff and students by Ikon staff who are physically located at the facility or in the digital space.
- the physical location at where the electronic course (online) material is maintained.

"Copyright" is defined in the *Copyright Act 1968*, and includes the legal right of the creator to reproduce, communicate, publish, sell, or distribute content and intellectual property exclusively for a fixed number of years.

"Information technology (IT) services" means digital systems used for storing, retrieving, and exchanging information. Education IT services include online learning management systems, e-libraries and e-catalogues, student cards, student emails and passwords, on-campus computers and printers.

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

"Classroom Resources" means any non-library physical resources that are needed to enable students to achieve the learning outcomes of their academic program.

"Library Resources" means a collection of online resources of data, journals, eBooks and purchased learning material available and maintained through the library service for the use of staff and students.

POLICY

5. Principles

- 5.1 Learning resources refers to all classroom resources and library resources required in-class and part of the curriculum that are required for students to succeed in their studies. These resources are acquired and managed in close alignment with the teaching, learning, and scholarly activities undertaken at Ikon.
- 5.2 Ikon recognises that the curriculum shall 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.
 - encourage the development of learning communities within and between student groups and staff by maximising opportunities for interaction and communication.
- 5.3 There is an appropriate mix of learning facilities and technologies that enable equitable access to learning resources and academic support.
- 5.4 A cooperative approach amongst curriculum designers, e-learning and technology experts, and other people with acknowledged expertise is encouraged for the management, enhancement and delivery modes of learning facilities, technologies, resources and support.
- 5.5 Systematic review processes are embedded to reflect upon and incorporate student feedback, current pedagogical practices and educational priorities for continuous improvement of learning facilities, technologies, learning resources and academic support.
- 5.6 Learning resources shall be:
 - current
 - relevant
 - of high academic quality
 - accessible to all students and staff.

- 5.7 All learning resources, including associated infrastructure, shall be accessible to all students and staff, including those with specific needs.

6. Learning Resources

- 6.1 Ikon shall ensure that all learning resources for a subject or course are:
- accurately aligned with Ikon's graduate attributes, learning outcomes, and reflects the appropriate Australian Qualification Framework (AQF) level
 - aligned to the *Inclusion, Diversity and Equity Policy* to maximise accessibility to all students irrespective of their mode of study and/or additional 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.
- 6.2 All learning resources 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 Ikon's *Intellectual Property Policy* and *Copyright Policy*.
- 6.3 Learning resources may be adapted and released to meet the requirements of students with additional needs. Adaptive technologies and modified resources shall reflect the *Inclusion, Diversity, and Equity Policy* and the *Reasonable Adjustment Policy* where appropriate.
- 6.4 The quality of learning resources shall be regularly monitored and include gathering feedback from students and staff to enhance learning resources and ensure the provision of resources is responsive to changes in users' needs and demands.
- 6.5 Preference shall be given to the purchase or subscription of electronic versions of licensed third-party learning resources, provided the budgetary, licensing and technological needs maximise access, availability and flexibility of delivery.

Library and Information Resources

- 6.6 Ikon shall maintain an online repository of learning and teaching materials including:
- open access journals.
 - e-journals.
 - e-books.
- 6.7 Ikon shall maintain subscriptions to providers of online journal databases, which is reviewed annually and expanded when any new courses or subjects are approved for delivery.
- 6.8 Ikon shall provide access to the digital version of textbooks that are prescribed as required reading. All digital resources shall be accessible to students and staff via the digital library.
- 6.9 The digital Library can be accessed by staff and students 24 hours, 7 days per week through their unique identity login and password, or through IP validation, using their own computer at any location on the campus or remotely. Security shall be maintained by access controls such as unique login and passwords and firewall protective systems (see the *IT Usage and Security Policy*).
- 6.10 All staff and students with valid Ikon identification shall be permitted to use items. Access to the library and information resources shall be free of charge.
- 6.11 Learning resources shall be designed to accommodate students with specific access needs.
- 6.12 Online resources are available 24 hours, 7 days/week. The library team is available during regular business hours.

- 6.13 Staff and students shall be familiarised with library and information resources at Ikon through induction and orientation sessions, respectively.

7. Learning Facilities

- 7.1 Ikon 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 Ikon's *Strategic Plan*.
- 7.2 Ikon's spaces are allocated for curriculum development, teaching, learning and research purposes, as well as other essential purposes.
- 7.3 Ikon's space allocation is administered by the Dean in collaboration with the Senior Management Team.
- 7.4 Space shall be allocated on the basis of need and is subject to periodic review involving stakeholder consultation and where possible reallocation as required to Ikon's strategic priorities at the direction of the CEO.
- 7.5 Requests to alter the use of any space must be approved from the relevant management levels within Ikon, depending on the extent of the alteration and considering 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 Ikon.
 - strategic operational needs and requirements.
- 7.6 Ikon 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 provide appropriately safe and secure premises.
- 7.7 All students, staff, visitors and contractors are required to assist with physical security responsibilities at all times as directed.
- 7.8 Emergency services are permitted to enter Ikon's premises:
- in an emergency situation.
 - in response to a call for assistance from staff, students or a member of the public.
 - as part of their commitment to community safety or to address a workplace health and safety issue.

8. Learning Technologies

- 8.1 Learning technologies shall be made available to students and staff via the Learning Management System (LMS) and shall be appropriately supported to ensure that staff and students are provided with the necessary resources to deliver Ikon's learning and teaching goals.
- 8.2 The LMS shall be available to staff involved in teaching and learning and students enrolled at Ikon.
- 8.3 Access to learning technologies on the LMS by staff and students shall:
- be subject to the applicable licensing agreements and hosting arrangements.
 - require appropriate authentication and authorisation of users (by an approved Ikon ID).

- 8.4 Students and staff are required to behave in a courteous and respectful manner, according to relevant Codes of Conduct and in compliance with applicable laws (such as privacy, copyright and cyber-bullying) along with any applicable Ikon policy (such as the *IT Usage and Security Policy*).
- 8.5 Ikon shall provide a robust and reliable service for learning technologies. In accordance with accepted commercial guidelines.
- 8.6 Ikon recognises that technology failure is unavoidable. In the event of unscheduled outages due to extreme or unforeseen circumstances, Ikon shall 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 shall be determined on a case-by-case basis and approved by the Dean or their delegate.
- 8.7 Resources shall be provided for the development and maintenance of the LMS to ensure a reliable and robust platform for learning and teaching activities.
- 8.8 Resources shall be provided for the provision of training and support to staff and students using applications on the LMS to ensure capabilities in their use.
- 8.9 New learning technologies shall be added to the LMS based on demonstrated need and the availability of sufficient resources to properly manage and maintain them.

9. Acquisition of Resources

- 9.1 The Heads of School shall make acquisitions of classroom resources in consultation with relevant academic staff. All purchases shall be made in accordance with the levels of authority defined in the *Delegations Authority Policy*.
- 9.2 The Library Manager shall make acquisitions of library resources in consultation with relevant academic staff. All purchases shall be guided by the following principles:
 - The library shall acquire digital resources only rather than hardcopy or physical resources.
 - The preference for library resources are those that may be acquired from the existing library suppliers and hosted on the existing library platform/s.
 - To avoid a disjointed student experience, resources are preferred that will be hosted on a platform that is part of the existing suite.
- 9.3 Staff and students may request acquisitions. The request must demonstrate the relevance of the resources to a subject or course at Ikon. Acquisition requests will follow this process:
 - Requests from a student should be made to staff (their teacher/lecturer or Head of School).
 - If the resource is required to be provided in the digital library, the request must be made by the Head of School to the Library Manager.
 - The resource request will need to satisfy the conditions stated at 9.2. If there is a suitable, equivalent resource already in the digital library, or provided by an existing supplier, this is to be considered as the first preference.
- 9.4 At least one week prior to each teaching trimester, the Schools shall ensure that all necessary resources for that trimester are available to students in digital format, including:
 - textbook materials and essential readings for each subject.
 - recommended readings for each subject.
 - extended discipline specific readings.
 - recommended learning resources such as style guides, citation guides, and study guides.Any additional materials required for a subject or course are requested in advance of the trimester, by at least one month for existing subjects, and at least 3 months for a new

course, so that resources can be located, negotiated and integrated into the existing digital library platform.

10. Maintenance

- 10.1 The schools oversee the process of removing out-dated and irrelevant materials, and or recommending the acquisition of new, up to-date high quality additions.
- 10.2 The Library Manager shall regularly report and provide advice to the Teaching and Learning Committee regarding new acquisitions and plans of library resources for supporting lkon courses.
- 10.3 Additionally, accessibility arrangements shall be reviewed alongside student and staff feedback and updated to ensure that all students and staff have full access to learning resources.

11. Publication

- 11.1 This policy shall be published in the *Policy and Procedures* section of the lkon website, and in student and staff policy libraries.

Policy Information & History

Policy Category	Academic, Support
Policy ID	SU006A
Approved by	Academic Board
Date of Approval	30 July 2025
Endorsed by	Teaching and Learning Committee, Dean
Date of Endorsement	11 July 2025
Previous Versions	1 February 2022, 22 October 2022
Next Review Date	July 2028
Government Legislation	Tertiary Education Quality and Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 National Code 2018 Disability Discrimination Act 1992 Disability Standards for Education 2005
Responsible Officer	Dean
Sources:	In developing this policy, the following documents were considered: Tertiary Education Quality and Standards Agency, <i>Guidance Note: Diversity and Equity</i>, Version 1.2, 11 October 2017 Tertiary Education Quality and Standards Agency, <i>Guidance Note: Staffing, Learning Resources and Educational Support</i>, Version 1.3, 22 November 2017
Benchmarking:	External referencing activities were conducted against comparable providers and best practice using publicly available information, including from: Kaplan Business School, Australian College of Applied Professions, S P Jain Global School of Management, Excelsia College, and the University of New England.