ΛNZSOG

# LEARNING RESOURCES AND EDUCATION SUPPORT POLICY

## 1    Purpose

This policy outlines ANZSOG's approach to ensure access to quality learning resources and education support relevant to the needs of students enrolled in the Executive Master of Public Administration (EMPA) program.

## 2    Scope

This policy applies to the learning resources and support provided to students undertaking the EMPA core subjects for attainment of the program's inherent learning objectives.

## 3    Guiding Principles

3.1    ANZSOG recognises that EMPA students' ability to fully participate in and benefit from the program depends on their access to timely and well-targeted learning resources and support tailored to their needs and any adjustments that may be necessary to cater for disability or other requirements.

3.2    ANZSOG will ensure students receive access to learning resources and support required to fully participate in the EMPA core subjects to help achieve desired learning outcomes and successfully undertake assessments.

3.3    ANZSOG will not rely solely on students having access to their enrolling institutions library facilities, but will actively develop, link and embed appropriate internal and external resources relevant to the core subject learning content and activities.

3.4    To enable timely and open access for all EMPA students to appropriate learning resources all resources will be made available through ANZSOG's Learning Management System (LMS).

3.5    EMPA learning resources are specific to the learning outcomes of the core subjects and appropriate to the students' level of study and capacity to fulfil assessment requirements.

3.6    Technical support including training in the use of the LMS are provided to students.

3.7    ANZSOG will ensure that there is no additional cost to students accessing ANZSOG core subject learning resources and educational support.

## 4    Policy Statement

4.1    Quality resources are provided that are relevant to the subject content and level, current, authoritative and academically rigorous

4.2    The volume and learning level of the resources are sufficient for students to meet program requirements

4.3     Where possible the availability and accessibility of full-text digital access for information resources listed in subject guides including book chapters, journal articles and conference papers, and other media

4.4     Barriers to access are removed including complex learning systems, specialised technology requirements, ineffective outsourcing of provision or inappropriate provision such as relying on the resources of one partner university library

4.5     Orientation information, technical support and training are provided for the student to make best use of the resources and the LMS

4.6     Resources are reviewed regularly through internal quality assurance processes led by academic subject leaders and informed by others with expertise if required.

4.7     EMPA students will have online access to ANZSOG learning resources through the LMS and core subject guides.

4.8     EMPA students will also have access to their conferring university's library and other learning support resources.

4.9     The design and quality review of ANZSOG learning resources will consider if the resources are fit-for-purpose and relevant to learning outcomes, current, authoritative and accessible.

4.10    ANZSOG learning resources and support services may include:
   a.   Core program academic and administrative support
   b.   Subject guides and information
   c.   Assessment outlines and advice
   d.   Reading lists
   e.   Case Library
   f.   Software, simulations and other digital content
   g.   Special software or technology to aid in learning for students with a disability
   h.   IT and technical support for student learning platform access and use
   i.   Regular program communications and updates to students

4.11    Students are encouraged to notify their academic subject leaders if they require additional educational support or to seek guidance from the EMPA support staff to locate the information or assistance they need.

4.12    Students should be aware that in addition to the ANZSOG learning resources and support services their conferring university is likely to have more extensive learning and support resources that may include library services, academic skills training opportunities and disability learning support. It is the responsibility of students to identify, access and activate these resources as required.

## 5 Definition of Terms

| Term | Defintion |
|---|---|
| **Learning Management System (LMS)** | an online, interactive platform that supports EMPA program student administration and teaching and learning activities and assessments. |
| **Learning Resources** | materials that are specific to supporting learning within the core subjects of the EMPA program (e.g. specific online reference material), even if provided from a general resource such as a library collection. |
| **Support Services** | academic guidance, learning platforms and administrative assistance that fosters learning more generally for students in the EMPA program (e.g. learning management system). |

## 6 Related Policies

- Information for Prospective and Current Students
- Orientation and Progression
- Program and Learning Design
- Student Disability

## 7 Version History

| Version | Audience | Responsibility | Approved By | Approval Date | Last Reviewed |
|---|---|---|---|---|---|
| 1 | Current Students<br><br>Subject Leads | Associate Dean and EMPA Academic Director | Associate Dean UR & CEO | 2020 | July 2020 |