

# Learning Facilities and Resources Policy and Procedure

## 1. Introduction

The Australian Performing Arts Conservatory (APAC) Learning Facilities and Resources Policy and Procedure sets out the purpose, scope, principles, and policy statements that aim to collectively provide an enriching learning environment, supported by appropriate and relevant learning facilities and resources, for APAC students.

### 1.1. Purpose

This Policy and Procedure sets out the principles that underpin APAC's approach to planning, developing, and maintaining its learning facilities and for providing learning resources relevant to the courses that it offers.

### 1.2. Scope

This Policy and Procedure applies to staff and members of APAC's decision-making bodies.

### 1.3. Principles

- APAC is committed to the provision of facilities in the learning and teaching environment that provide the basis for a positive student experience and are fit for their educational purposes.
- APAC facilities and campus design encourage and promote entertainment industry centric learning through appropriate access to equipment, props, custom-designed spaces, and technologies.
- Facilities planning at APAC is proactive, taking account of enrolment trends, student recruitment plans, and plans regarding future course offerings to ensure that APAC facilities adequately accommodate the numbers and educational activities of the students and staff that use them.
- Where learning resources are part of an electronic learning management system, all users have secure, timely access to the system and training is readily available to all users.
- APAC will regularly seek feedback from students and staff regarding learning and teaching facilities, and the work environment, and take that feedback into account in facilities planning and management, and in the provision and deployment of learning resources.

## 2. Policy Statements

## **2.1. Student Access**

APAC is committed to the equitable delivery of high-quality courses with which all students may actively engage in order to achieve relevant learning outcomes at both course and unit level. Key to this commitment is the provision of and access to learning resources which do not present unexpected barriers, costs, or technology requirements for students. Facilities and learning resources are accessible to students with a disability to enable full participation in their educational experience.

The learning and teaching environment enables and supports interactions among students outside of formal teaching. The learning resources platform includes an entry page where APAC interacts with students to advise of events of significance which may not relate to specific learning outcomes. This page enables students to receive notifications of forthcoming events, visitors, offers and activities of a more social nature.

## **2.2. Learning Facilities**

APAC is committed to providing custom-designed campus spaces that are built to a high standard for entertainment industry-centric study and for use as a workshopping facility. Given the practical nature of APAC's courses, there is deliberate attention paid to ensuring that learning facilities and spaces are well maintained and safe for use; are regularly checked and any issues or concerns reported appropriately; and any repairs or rectification of facilities undertaken as a priority to ensure the safety of all students and staff.

## **2.3. Learning Resources**

APAC is committed to providing learning resources that are calibrated directly to learning outcomes for APAC students who are undertaking practice-led performing arts industry centric -studies. APAC's library hard-copy resources include entertainment industry specific selections for borrowing and references linked to assessment content for all delivered course contexts. Investment in digital resources such as a digital journal database; e-books; and online subscriptions ensures that APAC students have access to contemporary, performing arts learning resources.

Ongoing student feedback on the APAC library and its use will be sought and collated with this feedback embedded into the ongoing plan for the continued running of the facility and its growth requirements.

## **2.4. Electronic Learning Management System**

APAC will take all reasonable steps to provide secure and continuously available access to the learning management system to students and staff during periods of authorised access (allowing for reasonable downtime for maintenance). Where learning resources are part of the electronic learning management system, training is readily available to all users.

## **2.5. Information and Communication**

Students are introduced to APAC's learning facilities and resources as a core part of their pre-arrival information and orientation program. Clear, comprehensive, and easily accessible information regarding APAC's learning facilities and resources is published on the APAC website; in the Student Handbook; and in the Moodle Learning Management System.

### **3. Procedure**

#### **3.1. Learning Facilities**

- The Chief Executive Officer approves a rolling triennial facilities maintenance program on advice from the Student Academic Systems Officer.
- The Chief Executive Officer ensures that student intakes are managed to limit student numbers to the capacity of the facilities to enable the achievement of learning outcomes and a positive student experience.
- The Student Academic Systems Officer oversees a system for the reporting of maintenance issues, with the system described on the website, in the Student Handbook, and during student orientations and staff inductions.
- The Admissions and Compliance Manager oversees a system of regular inspections of facilities to confirm their adequacy and to confirm their on-going accessibility for all students and staff.
- The Admissions and Compliance Manager engages with external suppliers to ensure regular cleaning of facilities and timely maintenance.
- Heads of Discipline (Course/Program Leaders or their nominees) ensure that all locations used for practicum/field placements are fit for the educational purposes for which they are to be used.
- The Chief Executive Officer meets regularly with heads of Discipline (Course/Program Leaders) and with the Board of Directors to discuss, and take advice on, the adequacy of facilities and the maintenance of facilities.
- In its budgeting process, APAC will allocate sufficient funds to resource the scheduled maintenance program and particular maintenance issues that arise from time to time.

#### **3.2. Learning Resources**

- The Chief Executive Officer approves a rolling triennial learning resources maintenance and replacement budget, including for library collections and services, the Learning Management System, and IT hardware and software, on advice from the Student Academic Systems Officer, and in liaison with Course/Program Leaders, Heads of Discipline, the Head of IT (Information Technology Manager).
- The Chief Executive Officer ensures that student intakes are managed to limit student numbers to the capacity of available learning resources to enable the achievement of learning outcomes and a positive student experience.
- The Student Academic Systems Officer oversees a system of regular checks of learning resources to confirm their adequacy and to confirm their on-going accessibility for all students and staff.

- Heads of Discipline (Course/Program Leaders, or their nominees), ensure that students on practicum/field placement or off-campus will have adequate access to learning resources, including relevant advice and support.
- Heads of Discipline (Course/Program Leaders, or their nominees) ensure that learning resources that are specified or recommended for a unit relate directly to the learning outcomes; are up to date; and are accessible when needed by students.
- The Chief Executive Officer meets regularly with Course/Program Leaders, and with the Board of Directors to discuss, and take advice on, the adequacy and currency of learning resources.
- In its budgeting process, APAC will allocate sufficient funds to resource the maintenance and replacement of learning resources, and to maintain their currency.

### **3.3. Planning**

- In planning for increased student enrolments, changes in student cohorts, or new locations, APAC will ensure that the costs of resourcing required facilities and learning resources is accurately budgeted for and satisfy itself that funds allocated will be available.
- APAC will ensure that there is scope within its budget to improve facilities and learning resources in response to advances in fields of study, advances in pedagogy, reasonable student expectations, and changes in legislative and regulatory requirements.
- Proposals for new courses/programs; new units; or changes to modes of delivery must include accurate costings for the resourcing of any additionally required facilities and learning resources and such proposals will not be approved for implementation unless the funds required will be available.

### **3.4. Review**

- APAC will regularly seek feedback and input from students and staff, and from external experts, regarding its learning facilities and resources.
- Findings from feedback and input will be discussed at the Board of Directors with the agreed actions fed into the planning process.

## **4. Responsibilities**

### **4.1. Board of Directors**

Ensure compliance with relevant legislation and regulatory requirements through the oversight of APAC activities and the development, monitoring and review of policies and practices and initiating prompt action where compliance is deemed to have lapsed.

### **4.2. Chief Executive Officer (CEO)**

The CEO is responsible for ensuring that the APAC learning facilities and resources planning cycle meets current and future student needs; that these needs are budgeted for; and there

is scope to improve learning facilities and resources in response to industry needs and reasonable student expectations.

#### 4.3. Director of Higher Education (DoHE)

The DoHE will ensure that Heads of Discipline monitor learning resources to assure suitability, usability and timeliness of access.

### 5. Relevant Documents

- APAC Student Handbook
- APAC Student Support Policy and Procedure
- APAC Student Usage of Internet and Email Policy and Procedure
- APAC Student with a Disability Policy and Procedure
- Disability Standards for Education 2005
- Higher Education Standards Framework (Threshold Standards) 2021
- TEQSA Guidance Note: Staffing, Learning Resources and Educational Support, Nov 2017
- TEQSA Guidance Note: Technology-Enhanced Learning, April 2019

### 6. Definitions

- **Learning Facilities** are 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.
- **Learning Outcomes** are the expression of the set of discipline specific knowledge, skills (both cognitive and physical) and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.
- **Learning Resources** are any resources – including print and non-print materials and online/open-access resources – which support and enhance, directly or indirectly, learning and teaching.

## Version Control and Document Owner

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