

Learning Resource Policy

Document Owner	Chief Executive Officer		
Responsible Officer	Director of Studies – Operations and Compliance Manager		
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Related Documents	<i>Assessment Policy</i> <i>National Code 2018</i> <i>Legislative and Regulatory Compliance</i>		
Version	Effective Date	Effective Date	Effective Date
2.0	Chief Executive Officer	Fabio Mejia	June 1 2024

1. Purpose

The purpose of this policy is to ensure that the Australian College of Business Intelligence (ACBI) provides high-quality learning resources that support effective teaching and learning. This policy outlines the standards and processes for the selection, development, review, and approval of learning resources used in all courses and training programs.

2. Definitions

Registered Training Organization (RTO): A training provider registered by the Australian Skills Quality Authority (ASQA) or its equivalent state or territory regulatory body to deliver vocational education and training (VET) services and issue nationally recognized qualifications and statements of attainment.

Learning Resources: Materials that support the teaching and learning process, including textbooks, digital content, multimedia, and assessment tools.

3. Scope

This policy applies to all learning resources used within ACBI across all qualifications and units of competency on our scope of registration.

4. Principles

The key principles informing this Policy are:

- **Quality:**
 - Learning resources must be of high quality, accurate, and relevant to the units of competency they support.
 - Resources should be well-structured, clear, and accessible to all learners.
- **Currency:**
 - Learning resources must reflect current industry practices, standards, and legislation.
 - Regular reviews and updates are conducted to ensure the currency and relevance of all materials.

Australian College of Business Intelligence Pty. Ltd. trading as Australian College of Business Intelligence.

RTO code: 40835 **CRICOS code:** 03426E **ABN:** 19 158 104 566
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- **Relevance:**
 - Resources must be directly aligned with the learning outcomes and performance criteria of the units of competency.
 - They should support the development of both theoretical knowledge and practical skills.
- **Accessibility:**
 - Learning resources must be accessible to all learners, including those with disabilities.
 - Formats should include a variety of media to cater to different learning styles and needs.
- **Compliance:**
 - All learning resources must comply with the Standards for RTOs 2015 and any other relevant regulatory requirements.

5. Learning Resource Process

5.1. Selection and Development

- Conduct a needs analysis to identify gaps in current resources and determine the requirements for new materials.
- Develop or source learning resources that meet the identified needs. This includes creating new materials or adapting existing ones.
- Ensure that all learning resources are aligned with the relevant units of competency and learning outcomes.

5.2. Review and Approval

- Conduct an internal review of all new and existing learning resources. This involves feedback from trainers, assessors, and subject matter experts.
- Where appropriate, seek feedback from industry partners and other external stakeholders to ensure relevance and currency.
- Submit learning resources for approval by the Compliance Manager or designated authority before implementation.

5.3. Implementation

- Make approved learning resources available to trainers, assessors, and learners through appropriate channels, such as the learning management system (LMS) or physical distribution.
- Provide training for trainers and assessors on the effective use of new learning resources.

5.4. Monitoring and Evaluation

- Regularly collect feedback from learners, trainers, and assessors on the effectiveness and usability of learning resources.
- Use the feedback to make necessary adjustments and improvements to learning resources. Conduct periodic reviews to ensure ongoing relevance and quality.

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5.5. Documentation

- Maintain detailed records of all learning resources, including versions, review dates, and feedback received.
- Ensure documentation is easily accessible for audit and compliance purposes.

Document History:

Version	Date	Author	Reason	Sections
1.0	25/10/18	Lee Buckley	Original policy created	All
2.0	31/05/2024	Deirdre D'Souza	Updated to provide further clarity. Addition of Learning resource process	All