

---

## Teaching and Learning Resources Policy

---

<b>Policy/Document Approval Body:</b>	Academic Board
<b>Date Created:</b>	12 <sup>th</sup> February 2010
<b>Policy Custodian:</b>	Dean of Engineering
<b>Policy Contact:</b>	Resource Manager
<b>File Location:</b>	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
<b>Location on EIT website:</b>	<a href="http://www.eit.edu.au/organisation-policies">http://www.eit.edu.au/organisation-policies</a>
<b>Review Period:</b>	Three years
<b>Revision No:</b>	5
<b>Date of Revision:</b>	15 June 2020
<b>Date Approved:</b>	18 November 2020
<b>Date Commenced:</b>	7 December 2020

### 1.0 Purpose

The purpose of this policy is to set out course development and review and signify how this relates to resource availability.

### 2.0 Scope

This policy is relevant for all EIT staff

### 3.0 Resource Development

EIT has a commercial book development department which is responsible for ensuring the existing library is up to date. It is also set up to publish new reference manuals and materials.

The team who design and develop teaching materials and resources for specific units / modules will include some or all of the following:

- Course Advisory Committee
- The Dean of Engineering
- The Deputy Dean of Engineering
- The Resource Manager
- The IT Manager or their representative
- Relevant academic staff
- Technical writers

The following steps guide the process:

1. Module/unit conceptualisation - considering the perceived value and the contribution that resources and publications will make to the provision of new knowledge and understanding in engineering.
2. Syllabus design – considering the learning objectives.

3. Preparation of module/unit materials – the actual writing of a manual or a text book.
4. Development – working out the delivery plan and the presentation of materials (slides, practicals etc).
5. Timing and Sequencing
6. Review and Revision

Course development typically takes between six to twelve months.

Lecture/webinar slides are produced and trainers are sources who have relevant academic and industry experience and are proficient in the particular topic. These industry professionals are provided with the new material and a process of critical evaluation takes place. Through this evaluation process, any necessary amendments to the teaching materials are made.

Each teaching session is given suggested time allocations for the benefit of the lecturer and to ensure that the material can be covered within timed sessions.

#### **4.0 Resource and Course Review**

At the conclusion of units/modules and courses, students are asked to submit feedback through a variety of means. Post course questionnaires contain a range of sections which allow academic and administrative staff to glean information on content, content delivery and resources. This information, together with details about student progress and results, are scrutinised by the Learning Support Officers, College Manager and the Dean. A summary of feedback results is also reported to the Board of Studies on a regular basis.

EIT trainers are regularly debriefed in forums specifically designed to review and evaluate course content and resources. These forums are particularly crucial when new courses are initiated.

Information from these different forms of feedback is synthesised and analysed in order to enhance the strengths of EIT's resources and delivery methods as well as monitoring for and amending any identified weaknesses. The team involved in the development of course content and the teaching materials and resources are again involved in this review process.

#### **5.0 Related Documents:**

- Course and Unit Amendment Policy.VET
- Course Review and Quality Assurance Policy.VET
- Course Review and Quality Assurance Procedure.VET
- Course Development Policy and Procedure.HE
- Course Review and Quality Assurance Policy.HE
- Course Review and Quality Assurance Procedure.HE