

# Learning and Teaching Policy

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| Version number   | 3              |
| Approved by      | Academic Board |
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## Purpose

Learning and teaching is the foundation of Sydney Institute of Higher Education (SI)'s higher education operations. SI is dedicated to providing students with an academically rigorous and scholarly learning environment and continually improving students' learning and teaching experiences.

The *Learning and Teaching Policy* establishes foundational principles and sets out a framework for learning and teaching activities at SI. It draws together the approaches to quality assurance, governance, and maintaining a supportive learning and teaching environment that are articulated in SI's overall policy framework. Additionally, the policy defines the process of developing SI's *Learning and Teaching Plan*.

## Scope

This policy applies to all learning and teaching activities conducted at the SI, and to the staff and students engaged in learning and teaching at SI.

## Principles

### *Learning and teaching practices*

Learning and teaching practices at SI must be informed by the scholarship of learning and teaching, and are reflect best pedagogical practice.

Learning and teaching activities conducted at SI are responsive to student learning needs and styles and encourage collaboration amongst students so to maximise student academic opportunity and outcomes.

Learning and teaching activities conducted at SI must encourage students to engage with advanced levels of critical inquiry appropriate to the AQF level at which their program is taught.

SI is committed to providing learning and teaching resources and facilities that adequately support students critical engagement with their fields of study, and academic and non-academic support services to support full participation for all students.

Students will be offered the chance to provide feedback on the quality of learning and teaching activities, resources, facilitates and services provided at SI. The *Academic Board* will monitor this feedback and use the findings to inform improvements in order that learning and teaching activities are responsive to and reflect the needs of the student cohort.

### ***Outcomes of learning and teaching***

Learning and teaching activities conducted at SI will be designed to facilitate the accumulative development of academic and professional knowledge and skills by students throughout their program and the progressive achievement of a program's learning outcomes. The learning outcomes of individual units and the learning outcomes of coursework programs in which units are delivered must align. All learning and teaching activities of SI used to deliver and support programs must ultimately foster SI's defined *Graduate Attributes*.

### ***Online learning***

In response to COVID-19, SIHE will make flexible class timetables to accommodate face-to-face teaching and/or online delivery until further notice. SIHE aims to continue to deliver a high-quality educational experience and exceptional student engagement through interactive online and face-to-face learning.

Where required, all SIHE programs are available in an online delivery mode where face-to-face teaching is not possible. This decision is to ensure the safety of SIHE staff and students as well as the wider community and is made in accordance with the current government health advice and regulations.

### ***Quality assurance of Work Integrated Learning***

Work Integrated Learning (WIL) activities administered by SI are part of SI's learning and teaching operations, and as such, SI assumes responsibility for the quality of all WIL activity conducted as part of a SI program. The *Academic Board* is responsible for maintaining quality assurance processes that govern WIL activities and monitoring the quality of WIL activities as per the SI's *Work Integrated Learning Policy*. The *Academic Board* will advise the *Corporate Governance Board* of any risks arising from WIL activities, along with a recommended course of action.

## **Procedures**

### ***Curriculum Quality Assurance***

SI will ensure that all higher education programs are compliant with regulatory and legal requirements, and delivered in line with the *Learning and Teaching Plan* to ensure programs are delivered and supported to a high level of quality. Programs will be monitored on an ongoing basis, with a major review occurring a minimum of once every five years.

For a full list of requirements for program approval and re-approval internal to SI, and the associated principles and procedures, see the *Program Development and Approval Policy* and the *Program Review and Continual Improvement Policy*.

### ***Academic management committees***

The *Academic Board* delegates various responsibilities to the three academic management committees:

- *Learning and Teaching Committee*
- *Program Advisory Committee*
- *Program Monitoring Committee*

For specific information on each, please see the *Academic Governance Policy* and the *Academic Board Terms of Reference*.

### ***The learning and teaching environment***

#### ***Academic Freedom and Critical Inquiry***

The SI *Academic Freedom Policy* and *Critical Inquiry Policy* implement procedures which enable students to actively engage with their studies and pursue advanced levels of inquiry within their discipline.

#### ***Student Support and Wellbeing***

To ensure students receive adequate academic support throughout their studies, SI makes a range of student support available and deploys intervention strategies when students are at risk of not making satisfactory progress through a program. To do this, SI implements the processes contained in the *Academic Support Policy* and *Students at Risk and Unsatisfactory Progress Policy*.

In recognition that student learning can be affected by non-academic factors, SI also implements wellbeing support as per the procedures contained in the *Student Welfare Policy* and *Student Counselling Policy*. SI must provide students with a range of non-academic support services that promote a supportive and accommodating learning environment.

In addition, SI has a range of policies and procedures in place through which to ensure the safety of the learning and teaching environment. Refer to the *Critical Incident Response Policy* and the *Work Health and Safety Policy*.

#### ***Equity in learning and teaching***

SI is committed to building a learning and teaching environment that is supportive to all students, and thus implements equity measures to ensure SI provides adequate support to students who are facing disadvantages or are underrepresented in the SI student cohort throughout their studies. The processes for implementing, reviewing, and approving these measures are defined in the *Disability Support Policy*, the *International Student Services Policy*, and the *Anti-Discrimination Policy*.

The participation, academic progression, and completion rates of students in the following identified underrepresented and/or disadvantaged groups will be monitored to ensure they are receiving sufficient support to succeed in their studies:

- Aboriginal and Torres Strait Islander students
- Students who are part or full-time carers
- Students with disabilities
- Students experiencing mental or physical health concerns
- Mature-age students
- Students who are single parents
- International students
- Students for whom English is a second language.

Support strategies at SI may be adjusted in response to the findings of monitoring activities. Additionally, this data will be fed into program review and improvement processes and may precipitate

change in assessment strategies and admissions processes to ensure that program content reflects SI's values of diversity and equity.

### ***Student complaints and appeals***

SI will ensure that all students have full access to complaints and appeals mechanisms through which they can address any issues they face in the learning and teaching environment. Refer to the *Student Complaints and Appeals Policy* for more information.

### ***Academic Staff***

The qualifications of all academic teaching staff at SI will ensure that academic staff have the capacity to appropriately engage with high-level learning and teaching activities. At a minimum, academic staff will hold a qualification that is one AQF level above the program into which they teach.

Academic teaching staff will remain active in scholarship in their field of teaching. Staff will set performance targets with their supervisors annually that will include a commitment to scholarship that informs their teaching, as per the *Academic Staff Supervision and Performance Review Policy*.

Academic staff will dedicate a minimum of two hours per week to student consultations, allowing students to discuss any concerns they may have regarding their studies and progression. Additionally, students are permitted to utilise academic staff email addresses.

Current approaches to academic staffing arrangements are detailed in the *Workforce Policy* and current *Workforce Plan*.

SI will ensure academic staff are offered opportunities to receive feedback on the quality of their learning and teaching practices so as to encourage staff to actively reflect on their role as educators and adapt to the learning needs of their student cohorts. Student Feedback Survey results will be collected and discussed in performance review meetings, as per the *Student Feedback Policy* and *Academic Staff Supervision and Performance Review Policy*.

SI will ensure academic staff are supported in the development of their learning and teaching skills according to the SI's *Professional Development Policy*. Staff are required to engage with professional development activities pursuant to the *Professional Development Policy*.

### ***Student Feedback***

Students are to be encouraged to provide feedback on the learning and teaching environment at the end of each subject undertaken and at the end of their entire program. Program Directors are responsible for monitoring the results of the SI's student feedback survey. The UTES, for all units delivered within their program. For more information please see the *Student Feedback Policy*.

### ***SI's Learning and Teaching Plan***

SI's *Learning and Teaching Plan* will guide the learning and teaching operations of SI over a five-year period. The *Learning and Teaching Plan* sets SI's organisational academic objectives, and describes strategies to achieve them.

Development of a *Learning and Teaching Plan* will consider:

- Strategies to assist students in the transition to higher education programs offered by SI
- How learning and teaching activities will be developed to correspond with and enable the demonstration of learning outcomes
- How learning and teaching must integrate advanced and emerging concepts in the given field of study and the scholarship of learning and teaching
- Whether staffing is appropriate to the needs of students
- Staff qualifications and engagement in ongoing scholarship
- Availability of teaching staff to students through consultation
- Feedback on teaching quality and support to improve (refer to the *Professional Development Policy*)
- Work-integrated learning quality assurance (refer to the *Work Integrated Learning Policy*)
- How learning and teaching activities are monitored.

### ***Development of the Learning and Teaching Plan***

The *Learning and Teaching Committee* will work in conjunction with senior-level teaching staff to develop a new *Learning and Teaching Plan* a minimum of every five years. Final review and approval of the plan is the responsibility of the *Academic Board*.

The *Learning and Teaching Plan* will be developed as follows:

- The Dean will consult with the *Academic Board* regarding future program offerings and the strategic direction of SI
- The Dean will review the most recent annual reports from Program Directors
- Following this, the Dean will draft a new *Learning and Teaching Plan*.
- The Dean will seek feedback on the draft. Senior academic staff will be required to provide feedback, while junior and/or sessional staff will be encouraged, but not required, to provide input.
- Taking feedback into account, The Dean will redevelop the draft *Learning and Teaching Plan* and submit it to the *Learning and Teaching Committee* for review and further development if necessary
- After review by the *Learning and Teaching Committee*, the new *Learning and Teaching Plan* will be submitted to the *Academic Board*
- The *Academic Board* may approve the new *Learning and Teaching Plan* with or without amendments
- If necessary, the Dean will amend the *Learning and Teaching Plan* and resubmit it to the *Academic Board* for final approval.

The *Learning and Teaching Plan* must be reviewed annually, and a new plan must be re-developed a minimum of once every five years.

## **Policy Implementation and Monitoring**

The *Academic Board* is responsible for the quality of the learning and teaching operations of SI and delegates the implementation of this policy to the positions and bodies identified in 'Procedures' above, including the academic management committees, the Dean, and Program Directors.

The *Academic Board* will monitor the implementation of this policy primarily through the periodic review and revision of the *Learning and Teaching Plan*, in accordance with the *Compliance Calendar*. Through this process, the Board will use relevant records and data to determine whether *learning and teaching policies* and procedures have been carried out effectively, and where improvements can be made in the upcoming five-year period.

The *Academic Board* will review all reports submitted by academic committees and senior academic staff members.

Additionally, the *Academic Board* will monitor student complaints and appeals, and any concerns raised by academic staff, on an ongoing basis.

Based on these monitoring activities, The *Academic Board*, in line with the *Compliance Calendar*, must provide a report to the *Corporate Governance Board* and ensure that findings are taken into account in planning, quality assurance and improvement processes.

## Definitions

**Academic Board:** the SI governing body responsible for academic oversight, including SI learning and teaching environment and practices, program development and approval, workforce planning, research and scholarship, and academic policies and procedures. The *Academic Board* advises the *Corporate Governance Board* on academic matters.

**Academic staff:** Staff employed at SI in program delivery or research roles.

**Australian Qualifications Framework (AQF):** The national policy for regulated qualifications in Australian education at all levels.

**Corporate Governance Board:** The SI governing body responsible for the oversight of all SI operations, including the direction-setting, quality assurance, monitoring, and improvement of academic and non-academic operations. It delegates responsibility for academic matters to the *Academic Board*.

**Program Director:** A senior academic staff member responsible for the delivery of a specific program at SI. The Program Director, working in conjunction with other senior academic staff, must plan and develop the program, particularly program curriculum.

**Graduate attributes:** The characteristics and qualities that SI expects students to develop throughout their program and embody on graduation.

**Dean:** A senior member of academic staff at SI who liaises between the *Corporate Governance Board*, *Academic Board*, and academic staff as required.

**Learning and Teaching Plan:** a document that outlines the SI's academic objectives over a five-year period, corresponding strategies to achieve the objectives, and measurements of progress.

## Review Schedule

This policy will be reviewed by the *Academic Board* every three years.


















| Version History |                |                |   |                   |
|-----------------|----------------|----------------|---|-------------------|
| Version number: | Approved by:   | Approval date: | Revision notes:                                     | Next review date: |
| 1               | Academic Board | 25/10/2017     |   | 25/10/2020        |
| 2               | Academic Board | 17/09/2020     | Minor changes to include online delivery of program | 17/09/2023        |
| 3               | Academic Board | 18/01/2021     | No change. Periodic Review.                         | 18/01/2021        |

End of document: "Learning and Teaching Policy"























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### Related Documents

|   |  |
|---|--|
|  | <a href="#">Academic Freedom Policy</a>                                  |
|  | <a href="#">Academic Governance Policy</a>                               |
|  | <a href="#">Academic and Professional Integrity Policy</a>               |
|  | <a href="#">Academic Support Policy</a>                                  |
|  | <a href="#">Academic Staff Supervision and Performance Review Policy</a> |
|  | <a href="#">Anti-Discrimination Policy</a>                               |
|  | <a href="#">Assessment Policy</a>  |
|  | <a href="#">Program Development and Approval Policy</a>                  |
|  | <a href="#">Program Review and Continual Improvement Policy</a>          |
|  | <a href="#">Critical Incident Response Policy</a>                        |
|  | <a href="#">Critical Inquiry Policy</a>                                  |
|  | <a href="#">Disability Support Policy</a>                                |
|  | <a href="#">Workforce Policy</a>   |
|  | <a href="#">International Student Services Policy</a>                    |
|  | <a href="#">Professional Development Policy</a>                          |
|  | <a href="#">Student Complaints and Appeals Policy</a>                    |
|  | <a href="#">Student Counselling Policy</a>                               |
|  | <a href="#">Student Feedback Policy</a>                                  |
|  | <a href="#">Student Welfare Policy</a>                                   |

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|---|---|---|
|  |  | <a href="#"><u>Students at Risk and Unsatisfactory Progress Policy</u></a>      |
|  |  | <a href="#"><u>Work Integrated Learning Policy</u></a>                          |
|  |  | <a href="#"><u>Work Health and Safety Policy</u></a>                            |
|  |  | <a href="#"><u>Unit and Teaching Evaluation Methodology</u></a>                 |
|  |  | <a href="#"><u>Graduate Attributes and Program Learning Outcomes (PLOs)</u></a> |
|  |  | <a href="#"><u>Learning and Teaching Plan</u></a>                               |
|  |  | <a href="#"><u>Workforce Plan</u></a>   |
|  |  | <a href="#"><u>Learning and Teaching Committee - Terms of Reference</u></a>     |
|  |  | <a href="#"><u>Program Advisory Committee - Terms of Reference</u></a>          |
|  |  | <a href="#"><u>Program Monitoring Committee - Terms of Reference</u></a>        |
|  |  | <a href="#"><u>Academic Board - Terms of Reference</u></a>                      |