

<b>Policy Name</b>	<b>Learning and Teaching Policy</b>
<b>Policy Number</b>	A002
<b>Approval Authority</b>	Academic Board
<b>Responsible Officer</b>	Dean
<b>Operational Responsibility</b>	Academic Operations Manager
<b>Purpose</b>	<p>The policy focuses on the core business of LCI Melbourne (LCIM) which is to provide innovative and professional education across diverse fields of study to support a positive learning environment that is stimulating and relevant.</p> <p>The LCIM student learning experience relies on positive teaching practices and support for student learning that are informed by knowledge, scholarship, and professional experience. LCIM endeavours to provide excellence in teaching and learning and to assist students in acquiring the knowledge and expertise to secure engaging careers in creative disciplines.</p>
<b>Scope</b>	This policy applies to all learning and teaching undertaken in accredited higher education courses delivered by LCIM and impacts all LCIM students and Academic and Student Support staff.
<b>Policy Statement</b>	<p>The implementation of this policy is consistent with the expectations of Higher Education Standards Framework (Threshold Standards) 2021 (HESF) <i>Domain 5: Institutional quality assurance 5.3 Monitoring, Review, and Improvement</i>. The LCIM Academic Board will monitor processes to ensure review and continuous improvement in learning and teaching as evidenced by:</p> <ul style="list-style-type: none"> <li>▪ student feedback for quality teaching;</li> <li>▪ overall student experience satisfaction feedback; and</li> <li>▪ student retention.</li> </ul> <p>The strategies in this policy will be evident in the planning; procedures and processes for all higher education fields of study at LCIM.</p>

	<p>LCIM will continue to ensure it places its courses and pedagogical development appropriately within:</p> <ul style="list-style-type: none"> <li>▪ the higher education context</li> <li>▪ fields of study industry expectations</li> <li>▪ the student expectations</li> </ul>	
<b>Policy Strategies</b>	<p>This learning and teaching policy is underpinned by a commitment to the following five key strategies:</p> <ol style="list-style-type: none"> <li>1. <i>Pedagogical development and unit design.</i></li> <li>2. <i>Delivery of teaching and the learning experience</i></li> <li>3. <i>The Assessment of Students</i></li> <li>4. <i>Review of teaching practices are informed by</i></li> <li>5. <i>Moderation</i></li> </ol>	
<b>Definitions</b>	Academic staff	Permanent and casual (sessional) employees engaged in Unit coordination, teaching, preparation, assessment and student consultation.
	Teaching	The transfer of skills, knowledge, and their application by academic staff to students.
	Learning	The acquisition of skills, knowledge, and their application.
	Moderation	An assurance process by which an assessment, unit outline and student workload is quality assessed for consistency and fairness by a neutral and qualified academic.
	Institute	LCI Melbourne
<b>Relevant Legislation</b>	<ul style="list-style-type: none"> <li>▪ <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a></li> <li>▪ <a href="#">2021 Higher Education Support Act (2003)</a></li> <li>▪ <a href="#">Australian Qualifications Framework (AQF)</a></li> <li>▪ <a href="#">Education Services for Overseas Students Act 2000</a> (ESOS)</li> <li>▪ <a href="#">Commonwealth Register of International Courses for Overseas Students</a> (CRICOS)</li> </ul>	
<b>Key Related Documents</b>	Learning and Teaching Procedure	
Date Approved	9 October 2023	

Date of Commencement	9 October 2023		
Date for Review	M4 2026		
Documents superseded by this Procedure	A005 Learning and Teaching Policy 2020		
Amendment History	Updates to Policy and Procedure in line with HESF updates 2021		
Signed and dated for LCI Melbourne	Professor Andrew Flitman	MTG 4 2023 AB minutes	9 October 2023

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Policy/Procedure Category	Academic
Responsible Officer	Dean
Stakeholders	Board of Directors Academic Board Leadership Team Academic Staff Professional Staff Students
Review Date	MTG 4 2026
Approved by Academic Board	
Change and Version Control	

Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Academic Dean	New policy – adapted from LCI Vancouver	02.12.2017	13.12.2017
2.0	Dean	New Policy and procedure	27.10.2020	27.10.2020
3.0	Dean	Updated HESF guidelines 2021	31.01.2022	31.01.2022
4.0	Dean	Update to Policy	09.10.2023	09.10.2023

