

## PO4 Learning Policy

<b>Responsible Officer</b>	Chief Education and Experience Officer
<b>Functional Owner</b>	Heads of Portfolio Head of Shared Services
<b>QAS Owner</b>	Compliance Manager

### 1. Scope

This policy is to ensure Open Colleges students are provided with contemporary learning opportunities to enable them to demonstrate specific occupational or functional competence as well as broader 'employability skills' in accordance with our Education Blueprint.

The scope of this policy includes Open Colleges' learning principles and approaches for supporting our students' learning. This policy and supporting documentation adheres to Standards for RTOs 2015. This policy should be read in conjunction with the following policies and their related procedures, guidelines and forms:

- PO1 Student Recruitment, Admissions and Enrolment Policy
- PO2 New Course Design and Development Policy
- PO3 Course Management and Continuous Improvement Policy
- PO5 Assessment Policy
- PO9 Reasonable Adjustment Policy

### 2. Policy

This policy outlines Open College's approach to supporting effective learning by Open Colleges; learners.

#### 2.1. Learning Principles

Open Colleges Learning principles are:

- Relevant and contemporary
- Skills to succeed
- Flexible delivery
- Facilitating learning
- Learning networks
- Supported services
- Accessible
- Experiential learning
- Assessment for learning

All learning principles are detailed in PG4.1 Guideline for Learning Principles.

#### 2.2. Supported Learning

Open Colleges supports learning by ensuring:

- Learners are enrolled into appropriate courses
- Courses meet the needs of learners
- Learning materials are engaging, contemporary and relevant
- Assessments are integrated into the learning experience

- Engagement of expert and experience of Trainers and/or Assessors
- Providing constructive and timely feedback to learners
- Providing specialist Portfolio leadership and support resources
- Providing access to Academic Support services
- Providing access to comprehensive Learning Support resources and services
- Providing access to professional and timely Student Administration Support services
- Providing access to Work Placement Support resources and services
- Providing access to peer-support networks
- Providing an intuitive online learning platform

### 3. Quality and Continuous Improvement

This policy and its related procedures and Guidelines, are subject to systematic review, evaluation and improvement using annual review, outcomes of internal audits and outcomes of external audits.

### 4. Related Forms and Documents

- User's Guide for Standards for Registered Training Organisations (RTOs) 2015
- Our Education Blueprint V3, August 2013
- PO1 Student Recruitment, Admissions and Enrolment Policy
- PO2 New Course Design and Development Policy
- PO3 Course Management and Continuous Improvement Policy
- PO5 Assessment Policy
- PO9 Reasonable Adjustment Policy
- [PG4.1 Guideline for Learning Policy](#)

### 5. Definitions

Definitions are located in the [Glossary of Terms](#).

For internal use only: [QMS1.8 Location of QMS related documents](#).

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Version	Approved	Endorsed	Effective date	Review date
5	Chief Learning Officer 10/03/17	Functional Owner 10/03/17	10/03/17	10/03/18
<b>Version History</b>	V2: Minor terminology changes in accordance with the outcomes of the annual policy review (Feb-14). V2 did not require ETAB approval. V3: Minor changes to reflect new organisational design and Standards for RTOs. V3 did not require ETAB approval V4: September 2016 updated into new format V5: Feb 2017 Review of PO4 and updating into new format			

	V5: Feb 2018 updated role titles
<b>Course Type</b>	All
<b>RTOs:</b>	Open Colleges Pty Ltd (90796) Integrated Care and Management Training Pty Ltd (90197) College of Fashion Design Pty Ltd (3798)
<b>Partner RTOs:</b>	Yes