



## Scope

The scope of this policy includes NSWHE learning principles and approaches for supporting our learner's training and assessment.

This policy provides conditions for the use of student personally owned notebooks, smart phones, tablets and /or other types of mobile devices for learning purposes. All students who use or access NSWHE technology equipment and/or services are bound by the conditions of this policy.

This policy should be read in conjunction with the following policies and their related procedures, guidelines and forms:

- Reasonable Adjustment Policy

## Policy

NSWHE ensures that students are provided with contemporary learning opportunities, to enable them to demonstrate specific occupational or functional competence as well as broader 'employability skills'. This includes information technology skills which are indispensable in work environments in every industry.

NSWHE students must bring and use their own computer resources for learning and submitting assessments. This can include access to a computer with a current web browser, email address, the software capability to submit work as Microsoft Word (.doc or .docx) documents, and access to the Internet preferably using high-speed NBN, ADSL, Cable or similar.

Students have access to high quality online learning resources making their learning flexible timewise and where they access the materials.

NSWHE provides Wi-Fi and power access for Bring your own devices. Internet service is provided only for educational purposes. Downloads and any other use of the internet is prohibited. Internet service may be limited or stopped by NSWHE if a student uses it inappropriately.

Food and drink is not permitted in the classroom and is not permitted when students are using their devices.

The misuse of own or others' computer devices, removal of material or equipment without permission, or unauthorised access through a computer network is not allowed.

NSWHE Trainers will support students' own devices as appropriate, however, NSWHE takes no responsibility for the devices or the use of them. Students are responsible at all times for their own equipment.

Through the development and facilitation of high-quality, online courses that are relevant to industry and aligned with its Educational Blueprint, NSWHE delivers opportunities for learning which meets the diverse needs of its cohorts.



NSWHE learning principles meet the needs of workplace technology and include:

- Skills to succeed
- Relevant workplace simulation
- Flexible delivery
- Facilitating learning
- Learning networks
- Supported services
- Accessible learning materials
- Experiential learning
- Assessment for learning

All learning principles are detailed in Guideline for Learning Principles. NSWHE implements contemporary adult learning theories into its course development and teaching practices.

## Supported Learning

NSWHE supports learning by:

- Ensuring learners are enrolled into appropriate courses
- Delivering courses that meet the needs of industry
- Using learning materials are engaging, contemporary and relevant
- Ensuring assessments are integrated into the learning experience
- Providing constructive and timely feedback to learners
- Providing access to academic and IT support services

## 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.