




WCCN

Development of Learning Material policy

Doc. Number	WCCN/2018/30
Date Issued	2018/06/26
Revision	

Author	Position	Signature	Date
Policy Task Team			2018/06/26

Approved by	Position	Signature	Date
College Senate	Head of Academia		2018/06/26

All Change requests should be submitted to WCCN

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY
2021/12/21	Rebranding	Dr T M Bock
2024/01/15	Re-branding	Dr T M Bock

SENATE PREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.



1. SCOPE

This policy applies to the quality and development of academic material which must cater for the needs of the students, the procurement processes and intellectual property of the study material.

2. THE PURPOSE OF THIS POLICY

Improvement in the quality and relevance of education at all levels through quality textbooks and learning materials that would enhance the learning experience of students at the WCCN.

3. OBJECTIVES

The objectives of this policy are to:

- define principles and standards for the development, approval and availability of textbooks and learning materials

4. RELEVANT INSTITUTIONAL POLICIES

Vision and Mission WCCN

Teaching and learning strategy

Plagiarism Policy

Subject Review Policy

Quality Assurance policy

5. PRINCIPLES OF THIS POLICY

5.1 Learning-Centred approach

Teaching and learning materials should be developed and/or selected and used in keeping with the learning-centred approach followed by the WCCN as per (Teaching and Learning strategy WCCN 2018)

- In such a way that development of complex higher order skills, deep conceptual understanding and cognitive skills to enhance self-learning is developed.
- Through active, constructive and goal directed activities.

5.2 Student needs

Teaching and learning materials should be developed and/or selected and used with reference to:

- The level of academic development of the students, including the ability of students to appraise the quality of materials.
- Any special needs of students.

5.3 Learning outcomes

- Teaching and learning materials should be developed and/or selected and used to play an integral role in the development of the students.
- Teaching and learning material should be developed and/or selected with a view to expand students' knowledge and challenging their abilities and with due reference to the outcomes of the module and of the programme.
- Materials prepared by lecturers for students should be made available in accordance with the language policy of the WCCN.

5.4 Good academic practice

- Teaching and learning materials should be developed and/or selected and used with reference to how contemporary and relevant the material is.
- The quality of materials prepared by lecturers for students should always reflect accepted academic norms, Electronic teaching and learning materials such as PowerPoint slides. Websites should reflect good practice for the preparation of effective materials.
- Acknowledgement must be made where materials of others are used and should meet the accepted norms in terms of reference, citation and copy right. (Also refer to the WCCN plagiarism Policy)

5.6 Study guides

- Students must be issued with study guides at the start of each module or subject.
- Study guides should adhere to the guidelines as set out by the curriculum development committee.
- All study guides must be uniform throughout all subjects in undergrad and post grad courses throughout the WCCN.

5.7 Intellectual property

- Materials developed by lecturers remain the intellectual property of the WCCN.

5.8 Logistical matters

- Accessibility of students to different media should be considered in the development of study materials especially in the case of electronic teaching and learning materials.
- The development of teaching and learning material remains the responsibility of the subject lecturers in cooperation with the curriculum officer.
- Cost for the development of teaching and learning material is carried by the WCCN and must be budgeted for annually.

5.9 Reasonable expectations

- Lectures should take the relevance and cost of learning materials and the subsequent cost implication into consideration when prescribing materials to be purchased by students.
- Adequate resourcing must be budgeted for in terms of the budget allocated to the library for all resources including electronic resources to meet the needs of all students post- and undergraduate at the WCCN.

6. PRINCIPLES GUIDING THE EVALUATION OF TEACHING AND LEARNING MATERIALS

- Teaching and learning materials should routinely be reviewed annually
- Teaching and learning materials should be reviewed as part of the quality assurance mechanism and policy when:
 - New modules are designed
 - Programme review
 - Subject reviews

REFERENCES

Policy on Sindh Textbook and Learning material (Production, certification and Distribution) Available online at.

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