



Dublin International Study Centre

Material and Resources Policy

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Material and Resources Policy

Section One: Purpose

1. This policy outlines the commitment of DISC to providing high-quality teaching and learning resources to support the delivery of all its programmes. The policy ensures that all resources—material, digital, and human—are appropriate, sufficient, and equitable, enabling all learners to achieve the intended learning outcomes at Level 5 on the National Framework of Qualifications (NFQ).

Section Two: Scope

2. This policy outlines the expectations and responsibilities related to the provision, accessibility, and use of learning materials and resources at DISC. It applies to all individuals and organisations involved in the delivery and support of educational programmes and services.
3. Specifically, this policy applies to:
 - All students enrolled in programmes delivered by DISC.
 - All academic and administrative staff involved in the planning, delivery, and support of DISC's programmes.
 - Third-party partners and vendors responsible for supplying educational materials, digital platforms, or related services to DISC.

Section Three: Policy Objectives

4. The purpose of this policy is to ensure that all learners and staff at DISC are supported by a robust and equitable framework for accessing and utilising educational materials and resources. The policy aims to promote a high-quality learning environment that aligns with national standards and supports continuous improvement in teaching and learning.
5. To achieve this, DISC aims to:
 - Provide access to high-quality, up-to-date learning materials for all modules.
 - Ensure equitable access to digital platforms and academic resources for all learners.
 - Maintain appropriate learner–teacher ratios in accordance with national norms and best practice.
 - Support the professional development of academic staff through access to teaching tools, resources, and ongoing training.

- Regularly review and upgrade learning and teaching resources to reflect evolving pedagogical and technological standards.

Section Four: Teaching and Learning Resources

6. DISC is committed to providing a comprehensive range of teaching and learning resources to support student success and academic excellence. These resources are designed to meet diverse learner needs, comply with QQI and Study Group standards, and promote inclusive, engaging, and effective learning environments.
7. Resources are categorised as follows:

Physical Resources

8. Classrooms equipped with projectors, whiteboards or interactive boards, a personal computer, and sufficient seating capacity.
9. Access to shared computer labs for both independent and supervised study.
10. Library resources, including core textbooks, academic journals, and relevant reference materials.

Digital Resources

11. A Virtual Learning Environment (VLE) offering module guides, reading lists, recorded lectures, and assignment submission portals.
12. Access to online databases and e-libraries aligned with QQI and Study Group standards.
13. Integrated digital communication tools to facilitate student–teacher interaction (e.g., discussion forums, live chat, video conferencing).

Student Support Resources

14. Study skills workshops and academic writing support services.
15. Access to welfare services and academic progression support.
16. Inclusive and adaptive resources designed to support students with additional learning needs.

Section Five: Student–Teacher Ratios

17. DISC is committed to maintaining student–teacher ratios that support effective teaching, meaningful engagement, and personalised academic support. These ratios align with recognised standards in Irish further and higher education and reflect best practice for Foundation Year programmes at NFQ Level 5.
18. The following recommended ratios apply:

Leaning Environment	Recommended Ratio
Lecture (Theory)	1:24
Tutorials/ Seminars	1:15 – 1:20
Practical Labs	1:12 – 1:15

19. These ratios are designed to:
 - Maintain effective pedagogical delivery.
 - Ensure personalised support and timely feedback for each learner.
 - Promote active participation, engagement, and inclusive learning environments.

Section Six: Staff Responsibilities

20. The effective provision and maintenance of teaching and learning resources at DISC depends on the collaboration of various staff teams. Each group has defined responsibilities to ensure that resources are current, accessible, and aligned with academic and regulatory standards.
21. Responsibilities are as follows:

Academic Staff

22. Select and regularly update course materials to ensure academic relevance and quality.
23. Utilise the VLE to support resource delivery and learner engagement.
24. Embed inclusive practices in the selection and presentation of materials.

Student Experience Team

25. Monitor the adequacy and accessibility of learning resources.

26. Gather student feedback on resource effectiveness.
27. Ensure that resource provision aligns with QQI guidelines and supports learner success.

Support Staff

28. Facilitate access to digital learning tools and platforms.
29. Provide technical assistance and respond to accessibility queries from learners and staff.

Section Seven: Review and Quality Assurance

30. To uphold academic standards and ensure continuous improvement, DISC regularly reviews the effectiveness, relevance, and accessibility of its teaching and learning resources. This review process is built within DISC's broader quality assurance framework and is informed by both staff and learner feedback.
31. Key elements of the review process include:
 - Annual review of all learning resources in alignment with DISC's quality assurance framework and learner feedback mechanisms.
 - Escalation of any identified gaps in material provision, digital access, or student–teacher ratios to the Centre Management Team (CMT) for timely resolution.
 - Structured opportunities for staff to provide feedback on educational tools, platforms, and resource needs as part of ongoing QA and enhancement cycles.

Section Eight: Compliance and Alignment

32. This policy is developed in accordance with national and institutional standards to ensure that DISC's materials and resources support high-quality, inclusive, and accountable education. It reflects the organisation's commitment to regulatory compliance, educational equity, and continuous improvement.
33. The policy aligns with the following frameworks and guidelines:
 - QQI Core Statutory Quality Assurance Guidelines – ensuring consistency in the planning, delivery, and evaluation of educational resources.
 - Irish Human Rights and Equality Commission's Guidance on Inclusive Education – promoting accessibility and inclusive practices for all learners.
 - Department of Further and Higher Education Best Practices – supporting national objectives in further education and lifelong learning.

- Study Group's Global Education Framework – aligning with international standards for academic excellence and learner support.

Section Nine: Policy Review

34. This policy will be reviewed annually or as required in response to significant changes in programme structure, student feedback, or regulatory requirements.

Document Control

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