



ICHAS

Section 3 – Policies and Procedures associated with Quality in ICHAS

Subject:	Procedures associated with assuring the Quality of Physical Learning Environments		
Date Approved by Board of Directors:			July 2019
Policy Version	1/2021	Date due for Revision	July 2024
Parent Policy	Policy on assuring the Quality of the Physical Learning Environment		

INTRODUCTION

The College ensures that all equipment necessary for the effective delivery of the programme is in place in each individual location. Off-campus centres are required to adhere to a set of strict guidelines determining suitability. All facilities for Teaching and Learning (regardless of whether they are on or off campus must adhere to the following standards:

- Lecture rooms must:
 - Be of a size capable of taking the number of participants required.
 - Be well ventilated and/or heated as required.
 - Have access for those with disabilities.
- There must be toilet facilities, including toilet facilities for those with disabilities.
- The facilities must have access to the required number of electrical sockets for any IT elements of the programme.
- There should be consistency in regard to the Lecture rooms used for the duration of the programme.
- Where not supplied by ICHAS, there must be access to projectors and other IT equipment, as required.
- Where not supplied by the ICHAS, there must flip chart stands supplied.
- Chairs must be of a suitable standard and, where requests are made for specific chair types, these must be addressed.
- There must be access to tea/coffee/canteen facilities.
- All unnecessary interruptions and noise disruptions should be kept to a minimum.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Programme Director	Review of facilities prior to semester commencement and periodically thereafter.
IS Manager /Educational Technology Manager	Review of facilities prior to semester commencement and periodically thereafter.

PROCEDURES

The following procedures relate to assuring the Quality of the Physical Resources supporting Teaching & Learning. The Vice President (Academic Affairs) will liaise with the Vice President (Corporate Affairs) to ensure that:

- The facilities and classroom environment are assessed by the Programme Director or Coordinator and by the Health & Safety Officer prior to initial use.
- All facilities (both On Campus and Off Campus) are audited at least once during each Semester to ensure that the standards set by the College are being adhered to and recommendations for enhancement are acted upon as appropriate.
- In the case of Off Campus Centres, formal agreements are in place with off centre Campuses, and centre managers are made aware of the importance of ongoing adherence to the quality standards.
- Students are supported to provide feedback about the adequacy of physical resources during and at the end of each semester and lecturers are formally advised that any deviation from standard should be reported to the Programme Co-ordinator at the earliest opportunity.
- The quality of standards in place at off-campus centres is also monitored by the relevant Director of Studies (or their nominee) when visiting off-campus centres over the course of the academic year.
- Reports of Resource adequacy are forwarded to the Vice President (Corporate Affairs) who will action as appropriate through the Board of Management.

GRAPHICAL PRESENTATION OF PROCEDURE

The following Chart outlines processes to Review Quality of Physical Resources

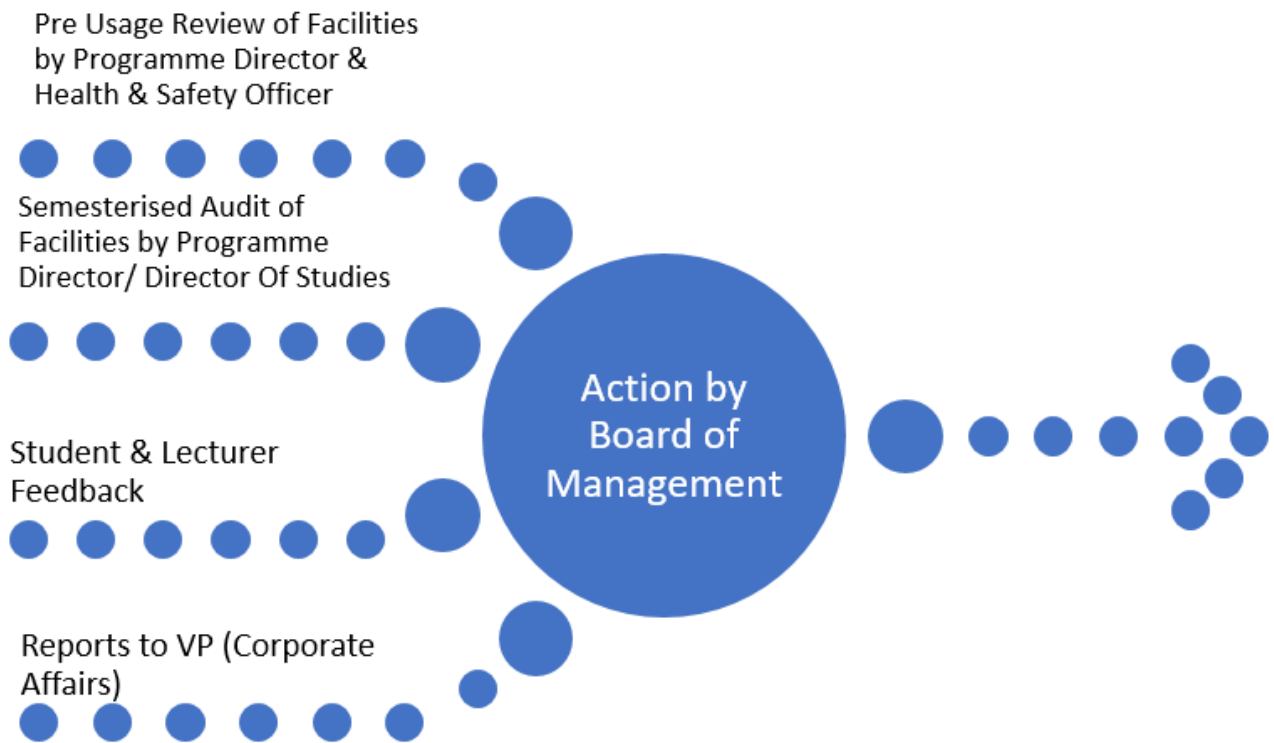


Figure 1 - Outline Procedure for Reviewing Physical Resources

Linked Policies & Procedures

Linked Policies	Policy on assuring the Quality of the Physical Learning Environment. Policy on assuring the Quality of the Blended Learning Environment.
Linked Procedures	Procedures associated with assuring the Quality of the Physical Learning Environment. Procedures associated with assuring the Quality of the Blended Learning Environment.