

Ensuring and Maintaining the Quality of Physical Learning and Assessment Environments Policy

Section 1 - Introduction

Purpose

(1) Hibernia College is committed to providing a high-quality educational experience. This policy provides guidance in the hiring of physical venues for learning and assessment to fulfil this goal.

Scope

To whom does the policy apply?

- (2) Faculty and Adjunct Faculty involved in teaching and assessment in physical venues
- (3) Persons with responsibility for the management of examinations, including practical examinations
- (4) Persons with responsibility for the retention of education and training facilities

Who is responsible for implementing the policy?

- (5) Head of Student Affairs

Section 2 - Context

Legal or Regulatory Context

QQI Quality Assurance Guidelines

(6) The policy is designed and implemented to comply with the provisions of the QQI [Core Statutory Quality Assurance Guidelines](#) in respect of learning environments.

Health and Safety

(7) Health and Safety legislation also informs the approach to maintaining an effective learning environment.

Section 3 - Policy Statements

(8) Hibernia College will ensure that all physical learning environments, whether used for teaching or assessment, adhere to the following principles.

Part A - Principles for Maintaining Quality of Physical Learning

Environments

Safe

(9) All venues will comply with legislative requirements relating to health and safety.

(10) While Hibernia College has its own public liability insurance, it is expected that all commercial venues will carry public liability insurance or the appropriate equivalent to cover the use of the venue by a third party and all individuals who will be attending.

Conducive to Learning

(11) Venues are chosen to provide an optimal environment for student learning or assessment, to include, where possible, natural lighting, temperature regulation systems and so on.

(12) All venues will be equipped with sufficient suitable equipment for the learning or assessment activity.

(13) The size of venue will be appropriate to the number of students and the planned learning or assessment activity.

Accessible

(14) Venues are chosen with due regard to the geographical location of the students wherever possible. Regional or accessible central venues are selected as appropriate.

(15) Access for people with a disability, where required, shall be in accordance with national legislation or reasonable accommodations made as appropriate.

Part B - Reviewing Venues

Feedback from Venue Users

(16) In order to ensure that venue users find the location conducive to study and learning, relevant stakeholders will be asked to complete surveys on the venue. This feedback is considered by the Department of Student Affairs, and improvements made, or venues replaced where appropriate.

Annual Review

(17) The Department of Student Affairs prepares an annual report for the consideration of the Academic Board on the use and efficacy of the various learning sites.

Incident Reports

(18) An incident report form is provided to all Faculty when working in a physical venue, and where any incident or issue arises, it is documented and returned to the Department of Student Affairs for action.

Status and Details

Status	Current
Effective Date	2nd November 2020
Review Date	2nd November 2023
Approval Authority	Academic Board
Approval Date	23rd September 2020
Expiry Date	Not Applicable
Enquiries Contact	Quality Assurance

Glossary Terms and Definitions

"Policy" - Policies are principled statements adopted by the College at a high level to enable decisions about actions and desired outcomes to which the College is committed. They clearly articulate the formal position of the College on specific issues in order to guide internal decision-making. Policies set out 'what to do' on a given issue. They have a medium- to long-term review cycle.

"Reasonable Accommodation" - 'A Reasonable Accommodation is any action that helps to alleviate a substantial disadvantage due to an impairment or medical condition.' (AHEAD). In the context of supporting higher education students, a reasonable accommodation is any provision made for a particular student to allow them to demonstrate their achievement of the learning outcomes of a piece of learning without any disadvantage which may arise on the basis of their having a disability or long-term illness.