

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) Faculty Manager

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 Faculty Manager, and improvements made, or venues replaced where appropriate

Annual Review

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

Incident Reports

(18) Where an incident or issue arises in relation to physical venue, it is reported back to the Faculty Manager for review, and action, where appropriate.

Status and Details

Status	Current
Effective Date	19th May 2023
Review Date	19th May 2026
Approval Authority	Quality Assurance Administrator
Approval Date	19th May 2023
Expiry Date	Not Applicable
Enquiries Contact	Eoin Crossen Quality Assurance Administrator <hr/> Quality Assurance

Glossary Terms and Definitions

"Assessment" - The assessment of a student's learning means inference (for example, judgement or estimation or evaluation) of a student's knowledge, skill or competence by comparison with a standard and based on appropriate evidence. This includes self-assessment.

"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.