PROVIDER NAME:	CCT College Dublin (CCT)		
POLICY AREA:	**Standard 9: Learning Resource and Student Support**		
Policy and Procedure Title: Learning Environment		**Policy No**: CCTP911	**Version:** 1.1

Policy Statement

CCT is committed to ensuring that the facilities available for the delivery of programmes are adequate and appropriate, meet the College's minimum standards and therefore provide a suitable environment conducive to learning.

This policy outlines the minimum standards requirements for all teaching facilities utilised by CCT for the delivery of programmes, including those off-site locations that may be used. The policy applies to the teaching facilities in respect of all CCT programmes leading to QQI awards. Specific facilities and resource requirements are identified as part of the validation process and CCT commits to adhering to this. It is the responsibility of faculty, under the leadership of the Dean of School, to ensure comprehensive facilities requirements are documented.

Should CCT engage in a collaboration for the delivery of a programme leading to a QQI award, responsibility for identifying and assessing the suitability of potential teaching facilities and resources may be delegated to the collaborating partner and CCT will agree this in the negotiation and agreement stages of collaboration discussions. In such instances, the College will retain the right to monitor the application of the policy. CCT will normally expect the equivalent standards and requirements to those outlined within the following policy.

This policy will be reviewed on a regular basis in order to ensure ongoing suitability of the standards outlined. Furthermore, policy implementation will be monitored on an annual basis to ensure adherence to the requirements and standards and identification of enhancements where feasible.

Staff Involved
All full time and part time faculty within CCT, School Manager, Dean of Academic Affairs, Dean of School, QA Officer, Faculty Coordinators, Dean for Administration and Finance, College President.

Procedure Outline / Method(s) used to carry out this procedure	Responsibility of	Evidence generated by this procedure to ensure its effectiveness
Minimum Standards for Teaching Facilities CCT requires that all teaching locations satisfy minimum standards, and any specific requirements that may be agreed through the programme validation process. CCT specifies the following as the core minimum requirements to ensure a potential teaching location provides a suitable learning environment: **Health and Safety** All health and safety obligations must be satisfied, including adherence to fire regulations in respect of room capacity. Information in respect of evacuation routes, first aid locations, and action in the event of an emergency should be clearly visible and / or communicated to learners at the start of the session. Public liability insurance or the appropriate equivalent to cover the use of the venue by all parties must be in place and evidenced to the College where outside venues are being used. **Space, Layout, and Lighting** Any room utilised for the purpose of teaching and learning should have sufficient space for the class size and the nature of the activities to be undertaken, including space for any specialist equipment that may be required. The layout should be designed, or adjustable, to encourage positive engagement and interaction between faculty and learners and to enable learner / learner interaction. Appropriate arrangements (heating / air conditioning / fans etc) should be in place to adapt to changing external conditions. All rooms are to have lighting appropriate to their use. Natural light is desirable but not essential. **Facilities for People with a Disability** In accordance with relevant legislation, mobility access arrangements should be in place as required, or reasonable accommodations made where feasible. **Access to Learner Support Services** All learners at CCT are entitled to access learner support services including academic support, pastoral support, support for disabilities and additional learning needs, library and library services. These are made available on CCT premises. It is recognised that in some instances these services may be located at a different location to where their classes take place. Should that be the case, where it is deemed unreasonable to require learner to access these supports on CCT premises or where they cannot be made available virtually, through the use of technology, CCT will implement alterative arrangements to facilitate learner access to support services at an off premises location.	Dean of School, College President, Dean for Administration and Finance, Dean of Academic Affairs. Head of Student Services, QA Officer Librarian	Student Evaluations Minutes from Student Rep and Student Services meetings Learners Surveys E-mail and other communications Annual Report

Equipment All teaching venues must include as a minimum, unless otherwise stated: • A data projector and screen • Sufficient desks and chairs for each student and faculty member • Access to appropriate toilet facilities sufficient for the number of attendees Teaching venues that have a specific purpose, for example, labs, must satisfy the minimum standards for location, space, layout, lighting, facilities for people with a disability and health and safety as outlined above but must also satisfy the additional specific requirements as recorded in the programme validation document or advised by the Dean of School or nominee.	Faculty Dean of School	
Virtual Learning Environment Where CCT uses a virtual learning environment for the partial delivery (blended learning) of a programme or to support traditional face to face delivery, the appropriate platform will be selected based on the following: • The ability to provide an intuitive easy to use environment following introductory training given to learners and faculty. • The independence of the platform from other hardware and software operating systems • The ability to provide a secure environment that complies with data protection requirements and is fit for purpose for the submission and sharing of information. • A platform that supports and promotes enhancements and upgrades. The decision on the final platform (currently Moodle) will be determined with input from staff with academic and technical expertise along with consideration of cost and ongoing management and implementation matters. .	College President Dean for Administration and Finance. Head of Admissions	
Allocation of Teaching Facilities For all on-campus teaching, facilities are allocated as part of the annual timetabling process overseen by the College President and the Dean for Administration and Finance. On campus rooms are designed as designated teaching spaces and include the minimum equipment requirements as standard. Class size is factored in during the allocation and timetabling process. For delivery of programmes off site, the approval and allocation of teaching facilities is the responsibility of the College President in conjunction with the Dean of School, or appropriate nominee.	Head of Student Services, Learners Dean of Academic Affairs	
Notification to Learners Where a programme is to be delivered at a location other than on CCT premises, learners will be alerted to this prior to registration and advised of the general geographic location and, ideally, the specific venue to be used.		
Monitoring and Quality Assurance As part of the standard learner satisfaction surveys in CCT, learners are asked to rate and comment upon the teaching facilities. This will also apply to any delivery of programmes using non CCT premises. In addition, the class rep system and programme board are also utilised to facilitate the provision of feedback and recommendations for enhancements.		

A register of all approved facilities, including evidence of compliance with health and safety and insurance requirements is retained by the Dean of Academic Affairs and reviewed annually. Any subsequent re-booking of an outside venue requires resubmission of updated evidence of legal compliance.		

Monitoring		
Monitor (Job Title)	**Frequency**	**Monitoring Method(s)**
Head of Student Services Dean of School Dean of Academic Affairs	**Annually**	Review of minutes from operations meetings Review of minutes from Programme Board meetings Review of Minutes from student services meetings Student satisfaction survey results

POLICY CONTROL SHEET

Policy Title	Facilities
Responsible Officer(s)	Dean of Academic Affairs, Dean of School
Issuance Date	August 2017
Effective Date	August 2017
Last Review Date	January 2018
Supersedes	1.0
Next Review Date	August 2019
Designated Reviewer(s)	Dean of Academic Affairs, Dean of School, Head of Student Services
Scope	Internal staff (full and part time);

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	August 2017	New QA policy	Senior Management Team	Academic Council
Version 1.1	Sept 2019	Edits to reflect changes to organisational structure and roles	SMT	Academic Council

References upon which the Policy section is based

CCT Policy area	Learner Resources and Student Support
Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, Relevant QQI Standards and Guidelines
Related CCT Policies / Forms	CCTP506 – Reasonable Accommodation