



## 1 Introduction

### 1.1 Purpose

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.

### 1.2 Scope

- a. *To whom does the policy apply?*
  - i. Faculty and adjunct faculty involved in teaching and assessment in physical venues.
  - ii. Persons with responsibility for the management of examinations, including practical examinations.
  - iii. Persons with responsibility for the retention of education and training facilities.
- b. *Who is responsible for implementing the policy?*
  - i. Director of Student and Alumni Support and Services.

## 2 Context

### 2.1 Legal or Regulatory Context

- a. *QQI Quality Assurance Guidelines*

The policy is designed and implemented to comply with the provisions of the QQI Core Statutory QA Guidelines in respect of learning environments.
- b. *Health and Safety*

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

## 3 Policy Statements

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

### 3.1 Principles for maintaining quality of a physical learning environments

- a. *Safe*
  - i. All venues will comply with legislative requirements relating to health and safety.

- ii. 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.

*b. Conducive to learning*

- i. 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.
- ii. All venues will be equipped with sufficient suitable equipment for the learning or assessment activity.
- iii. The size of venue will be appropriate to the number of students and the planned learning or assessment activity.

*c. Accessible*

- i. Venues are chosen with due regard to the geographical location of the students wherever possible. Regional or accessible central venues are selected as appropriate.
- ii. Access for people with a disability, where required, shall be in accordance with national legislation or reasonable accommodations made as appropriate.

## 3.2 Reviewing Venues

*a. Feedback from venue users*

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 Student and Alumni Support and Services department, and improvements made, or venues replaced where appropriate.

*b. Annual review*

The Student and Alumni Support and Services department prepares an annual report for the consideration of the Academic Board on the use and efficacy of the various learning sites.

*c. Incident Reports*

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 Student and Alumni Support and Services department for action.

## 4 Document Control

Document Title	Policy for Ensuring and Maintaining the Quality of Physical Learning and Assessment Environments		
Author	QA Officer		
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Person Responsible for review	Director of Student Supports and Alumni Services
Related Policies	<a href="#">Policy for Data and Records</a>
Related Procedures	<a href="#">Procedure for the Approval, Monitoring and Review of Venues</a>
Other related documents	