

Document Name and Version	6.10 Policy and Procedure for the Quality Assurance of off-site Training Venues
Policy Number	6.10
Policies that Interact with Policy 6.10	Policy 2.7 Terms of Reference of Academic Council Policy 2.8 Terms of Reference of Senior Management Team Policy 2.9 Terms of Reference of Programme Boards 6.9 Physical premises, Equipment and Learner Facilities and Services Policy 9.1 IICP College Public Information Policy Policy 9.4 IICP College Monitoring and Evaluation Policy. Policy 9.5 IICP College Programme Review and Revalidation.
Approval Body	Academic Council
Date of Approval	21 st December 2022
Date Policy Comes into Force	18 th January 2023
Date of Review	2025
Revisions	

1. Introduction

- 1.1. This policy ensures that all off-site facilities used by the College for teaching and learning are fit for purpose and satisfy the minimum standard requirements of the College.
- 1.2. Due consideration to QQI policy and Health and Safety legislation informed the development of this policy.

2. Purpose

- 2.1. These procedures set out broad guidelines for the review of physical facilities and services in order to:
 - 2.1.1. Assure the quality of its learning environment;
 - 2.1.2. Ensure that quality and standards in service provision are being maintained and enhanced, and that any areas of concern are identified and addressed.

3. Scope

- 3.1. This is an overarching Institutional policy and applies to all areas of programme provision.

4. Responsibility

Role	Responsibility
President and/or Vice President	Responsible for approval of off-site venue. Site visit and evaluation.
General Manager (GM)	Implementation of these procedures.
Head of Academic Studies (HoAS)	Ensures physical resources procured are sufficient.
Registrar	Notifies students and faculty when offsite venues are to be utilised. Ensures that all dates for offsite venues are entered into the Programme Calendar.
QA Manager	Preparation of an Institutional Annual Quality Report, including aspects covered in this policy.

5. Policy

5.1. IICP College ensures that it has adequate premises, facilities, and resources available to learners and teachers to support its training provision. The college has a campus based in Tallaght, Dublin 24, with 8 available training rooms. In addition, the college will, if necessary, utilise external training sites. In selecting any such venue, the college is committed to ensuring appropriate quality criteria are applied. An initial scoping evaluation and site visit of the additional resources will be completed to ensure that they are suitable for learning. The final site visit and evaluation will be conducted and approved by the president and vice president or their agent. The following criteria are utilised to evaluate a potential external training site:

Quality Assurance Check for External Premises			
Accessible to learners	<input type="checkbox"/>	Access to Refreshments	<input type="checkbox"/>
Appropriately sized classroom	<input type="checkbox"/>	Access to Teaching Equipment	<input type="checkbox"/>
Appropriate AV Equipment	<input type="checkbox"/>	Space for Breaks & Lunch	<input type="checkbox"/>
Appropriate Internet Access	<input type="checkbox"/>	Parking/Close Public Transport	<input type="checkbox"/>
Complies with legislative requirements	<input type="checkbox"/>	A contract is in place as necessary	<input type="checkbox"/>

5.2. In order to ensure that the chosen venue is suitable and maintained throughout a given academic year, the faculty, staff and learners involved in the programme utilising the venue will engage in a deliberative feedback process. Feedback received will be considered by the Executive Management Team [EMT] and programme boards and will inform part of the Annual Quality Report [AQR] each year.

5.3. Any venue deemed to be unsatisfactory will be removed from a list of approved venues.