Document Title	Approval and Monitoring of Programme Venues
Policy Area	7. Supports for Learners
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Applies to	☒ All ☐ Specific
	☒ Staff only ☐ Learners only ☐ Staff and Learners

Document Owner	Director of Quality and Academic Affairs
Approved by	Academic Council

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Effective date	18th November 2024

Related legislation, policies, procedures, guidelines and local protocols	This policy has been designed with due regard to the following:
	- Core Statutory Quality Assurance Guidelines (2016), QQI
	- Sector Specific Independent/Private Statutory Quality Assurance Guidelines (2016), QQI
	- Qualifications and Quality Assurance (Education and Training) Act 2012
	- European Association for Quality Assurance in Higher Education (ENQA), et. al (2015), Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)

Table of Contents

1. PURPOSE

The policy and procedures set out within this document seek to ensure that all venues used for the purpose of teaching and assessment are fit for purpose and satisfy the minimum standards set out by SQT. It also ensures that the suitability of venues is continuously reviewed and that feedback from Learners, Tutors, Invigilators and administrative staff are taken into consideration.

2. SCOPE/APPLICATION

This document applies to public venues utilised for SQT programmes (delivery and assessment). Although room specifications cannot be fully guaranteed at onsite training facilities for inhouse programmes, In-house Course Organisers are nevertheless made aware of the requirements and informed of the importance of such.

3. RESPONSIBILITY

- The Managing Director is responsible for the approval and ongoing review of public venues.

- The Public Course Administration Manager is responsible for scheduling public programmes and ensuring the ongoing monitoring and suitability of public venues.

- The Accreditation Manager is responsible for scheduling examinations and ensuring the ongoing monitoring and suitability of venues for the purpose of assessment, i.e. examination centres.

- All learners and Tutors are responsible for providing feedback to SQT regarding the suitability of all venues.

4. POLICY

SQT is committed to ensuring that the facilities available for the delivery and assessment of programmes are conducive to supporting a high-quality learning experience. Approved venues are recorded in SQT's Management Information System. A training room specification is made available to all venues, which sets out details such as room layout, instructions for materials and signage, equipment, resources and special requirements. It is the responsibility of the Managing Director to review and approve new venues for public courses, in accordance with the minimum requirements set out below.

- **Health & Safety:** All venues must comply with legislative requirements relating to health and safety. While SQT has its own public liability insurance, it is expected that all commercial venues have public liability insurance or the appropriate equivalent to cover the use of the venue by a third party and all individuals attending.

  Management personnel and Tutors at the training venue are responsible for the Health & Safety of the learner. All precautions must be taken to ensure their safety. Any issues that

arise are escalated to the internal venue manager and the Course Administration Manager at SQT for efficient resolution.

- **Conducive to Learning:** Venues are chosen to provide an optimal environment for learning or assessment. Where possible venues should have natural lighting, temperature regulation systems etc.

  All venues must have sufficient equipment suitable for the learning or assessment activity. This should include IT equipment such as an overhead projection system and access to WI-FI.

  The size of venue must be appropriate to the number of learners and the planned learning or assessment activity.

- **Accessible:** Venues are chosen with due regard to the geographical location of the learners, wherever possible. Regional or accessible central venues are selected, as appropriate.

- **Special Requirements**: The venue (including the training room and other facilities) should have accessibility for wheelchair users and others of limited mobility.

  The venue should also cater for special dietary requirements. Special dietary requirements are advised by SQT in advance of a programme.

- **Security:** The room should have sufficient security to ensure that it is set-up and locked overnight. If this is not possible, the Tutor should be informed on the first morning.

  Where possible, the Tutor should have a facility to lock the room during breaks.

In addition to the above, specific requirements are in place regarding room layout and instructions for programme materials. Specific requirements are also implemented for awarding bodies such as IRCA.

Tutors and learners are requested to submit feedback on both in-house and public training venues and facilities. Feedback is collated and reviewed by the relevant Course Administration Manager and is subsequently reviewed by the Director of Quality and Academic Affairs. Quality of venues is also a standing item on all programme board meetings.

5.   PROCEDURE FOR BOOKING PUBLIC VENUES

The Public Course Administration Manager ensures that all dates for public courses are entered into the public schedule. This public schedule is maintained on the Management Information System (MIS) and the SQT website. Any specific requirements for teaching venues are confirmed with the venue management in advance of the course taking place and the Tutor is notified by email. An internal work instruction WI-002-Public Course Administration details the specific actions to be taken.

The Accreditation Manager notifies the Public Course Administration Manager of dates and requirements for assessment venues, to include specific requirements for learners with reasonable accommodations. The Accreditation maintains a summary of requirements for each assessment event on the MIS.

6. PROCEDURE FOR ADDRESSING ISSUES WITH VENUES

1. Tutors and Invigilators are advised to notify the relevant Course Administration Manager or Accreditation Manager (in the case of examinations) immediately in order to raise any concerns relating to a venue and its facilities. The Senior Management Team is immediately notified of any issues.

2. When concerns are raised relating to a venue, the relevant Course Administration Manager (or Accreditation Manager in the case of examinations) will initiate an investigation into the issue.

3. The venue will be notified of concerns and is required to address the matter and advise of corrective action taken. The Tutor is kept abreast of all relevant correspondence.

4. The outcomes of discussions with the venue and details of any corrective action taken, where relevant, are reviewed by the Senior Management Team and a decision is reached in relation to the ongoing suitability of the venue.

5. Venues which do not meet the minimum standards are removed from the database of approved venues.

7. MONITORING VENUES

Monitoring of venues is dealt with as part of ongoing programme monitoring in **QAP11-1 Ongoing Monitoring of Programmes and QA Framework**.

8. POLICY MONITORING

Responsibility	Frequency	Methods
Director of Quality and Academic Affairs – Document Update	Per QA audit schedule	- Review of documentation as set out in QAP2-1: Ongoing Review and Update of QA Documents.
Public Course Administration Manager	Ongoing	- Review of learner feedback from course evaluation forms - Review of Tutor feedback
Managing Director	Annual	- Meetings with public venue managers

9. DOCUMENT CONTROL

Version No	Approval Date	Description of Revision	Originator	Approved By
1.0	1/3/19	New Document.	Senior Management Team	Academic Council
2.0	7/6/19	Delegation of responsibilities to Managing Director clarified in Responsibilities section.	Senior Management Team	Academic Council

3.0	15/11/24	Removal of Reference to NEBOSH	Director of Quality and Academic Affairs	Academic Council