



Learning Environments Policy

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1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0	First Issue	JL	27/07/21

2. GENERAL LEARNING ENVIRONMENT

- 2.1. Learning takes place in a number of contexts e.g. online, in-person, blended etc. As a result, it is our policy to ensure learners have equitable access in all contexts to;
- Technical support (available for the learning environment – Student Portal)
 - Access to library references (online via our EBSCO environment and SAGE Catalogue)
 - Information systems (learners supply hardware and software appropriate to their learning needs)

3. QUALITY ASSURANCE OF LEARNING ENVIRONMENTS

- 3.1. All environments undergo review for the appropriateness and fitness for purpose (teaching and learning). For physical facilities, this is the responsibility of the Venues and Contracts Manager. For online and blended learning, this is the responsibility of the Programmes Office in co-ordination with the Head of Counselling & Psychotherapy.
- 3.2. For learning environments outside of the college's direct control i.e. Placements, quality assurance of these arrangements is the responsibility of the Clinical Manager.

4. PHYSICAL FACILITIES

- 4.1. For any facility where PCI College programmes are delivered, a baseline set of requirements must be met in order deem that venue a satisfactory location for learning. At a minimum, these will include;
- Be well ventilated/temperature controlled.
 - Access to on-site toilet facilities appropriate to the needs of learners
 - Access to a public space to accommodate breaks/lunch etc.
 - There must be access to refreshments (provided on-site or nearby).
 - On-site first aid
 - Ease of access (ingress and egress)
 - Appropriate emergency procedures are in place
 - Venue must comply with all Health & Safety guidelines for public spaces
 - Have appropriate public liability insurance
- 4.2. Lecture Rooms
- 4.2.1. Lecture rooms must:
- 4.2.1.1. Be of a size appropriate to accommodate the cohort
 - 4.2.1.2. Provide for ease of access to wheelchair users
 - 4.2.1.3. Be equipped with;
 - 4.2.1.4. Whiteboard/Eraser/Markers
 - 4.2.1.5. Flipchart/Paper/Markers
 - 4.2.1.6. Audio visual equipment necessary to project slides etc.
 - 4.2.1.7. Refuse receptacle
 - 4.2.1.8. Suitable seating (with a tabletop where possible)
- 4.2.2. When assigned a room, a cohort should remain assigned to that room for the duration of study.
- 4.2.3. Ongoing monitoring of lecture spaces is the responsibility of the Contracts and Venues Manager with input from for example;
- 4.2.3.1. Learner feedback
 - 4.2.3.2. Programme Voice Group Meetings
 - 4.2.3.3. Staff feedback
 - 4.2.3.4. Associate lecturers
 - 4.2.3.5. Site visits
 - 4.2.3.6. Housekeeping
 - 4.2.3.7. Health & Safety Representative(s)

- 4.3. Placements
 - 4.3.1. All placements will undergo a vetting process which is the responsibility of the Clinical Manager to assess their suitability as an appropriate learning environment for learners.
- 4.4. Clinical Supervision
 - 4.4.1. We empower learners to find and contract with professional supervisors in order to create appropriate clinical learning environments.
- 4.5. Personal Therapy
 - 4.5.1. We empower learners to find and contract with professional therapists in order to create appropriate clinical learning environments.

5. ONLINE & BLENDED ENVIRONMENTS

- 5.1. Effective delivery of online and blended learning must be based on empirical, fit for purpose platforms which are designed for that specific purpose.
- 5.2. Selection of platforms appropriate to this requirement is the responsibility of the Head of Counselling & Psychotherapy in consultation with the Programme Office.
- 5.3. Decisions on appropriateness and suitability of learning platforms and delivery methods in this context is a key function of Programme Design.
- 5.4. Ongoing monitoring of learning platforms is the responsibility of the Programmes Office with input from for example;
 - 5.4.1. Learner feedback
 - 5.4.2. Programme Voice Group Meetings
 - 5.4.3. Academic QA Co-ordinator
 - 5.4.4. Staff feedback
 - 5.4.5. Associate lecturers

6. LINKED POLICIES AND PROCEDURES

Linked Policies	Blended Learning Policy Collaborative Programmes, Transnational Programmes and Joint Awards Policy New Programme Design, Development and Validation Policy Ongoing Programme Monitoring Policy Revalidation Policy QA Management Policy
Linked Procedures	Blended Learning Procedure Collaborative Programmes, Transnational Programmes and Joint Awards Procedure New Programme Design, Development and Validation Procedure Ongoing Programme Monitoring Procedure Revalidation Procedure