**OFF-SITE STUDY CENTRE CHECKLIST**

***For the approval of supplementary delivery centres***

The York St John University Collaborative Programme Representative (CPR) should complete this form for each supplementary venue proposed for the delivery of YSJU or collaboratively validated programmes delivered by existing partners (as opposed to the institutional site visit required for new partners[[1]](#footnote-1)\*) and submit for recommendation to the Quality & Standards Committee.

The process for the completion of the checklist should be through dialogue with the partner to discuss access to the various resources/facilities, noting that not all those listed might necessarily be required.

For visits in the context of annual monitoring/evaluation, the CPR should take sole responsibility for the visit.

**Purpose:**

The purpose of this checklist is to advise York St John University on the acceptability of a satellite centre as a delivery premises for a YSJ award. In particular it should advise (as appropriate) on:

* whether the premises provide suitable accommodation for teaching at the level of higher education;
* whether there is an appropriate provision of rooms for lectures, seminars, tutorials and private study;
* the extent to which teaching rooms are equipped with audio-visual or other appropriate technical equipment;
* whether any required specialised facilities (e.g. science or computer laboratories) are of an appropriate standard;
* whether teaching staff have adequate access to offices/private space, as appropriate, for preparation for student interviews;
* whether the premises provide adequate resources for study and research, and if not whether such resources available to students externally;
* whether there is appropriate provision of non-academic facilities (e.g. common rooms/ social areas, cafeteria, toilets);
* overall, whether the premises provide an environment for teaching and learning commensurate with those available to students studying the programme at other sites.

**Partner Institution:**

**YSJU School:**

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| --- | --- | --- |
| **Off-site Centre Details** | | |
| Name and Address of Teaching venue including postcode |  | |
| **Programme Delivery** | |
| Programme(s) to be delivered at the Centre |  |
| Proposed students numbers on the programme(s) at the Centre |  |
| Programmes currently being delivered at the Centre |  |
| YSJ awards previously delivered at the Centre |  |
| **The teaching accommodation at the off-site centre -** School to provide an assessment and listing of teaching and social facilities noted as suitable for the delivery of the intended modules and programme: | |
| Rooms proposed for the delivery of the Programme(s) and for use by students for study |  |
| Adequate space / chairs etc for anticipated group |  |
| Appropriate audio-visual or other technical equipment |  |
| IT teaching facilities |  |
| Disabled Access |  |
| Catering facilities/ social space |  |
| Toilet facilities |  |
| Adequate Heating / Ventilation |  |

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| --- | --- | --- | --- |
| **CENTRE:** |  | | |
| School to provide an assessment of other learning facilities to be provided by the Partner Organisation or which students will access in order to complete their studies | | | |
| Library Resources available at the off-site Venue [e.g. Book boxes etc] | |  | |
| Local Specialist Library Collections that students can access | |  | |
| Local College / University Libraries that students can access either as a reader or borrower through the Library Plus system | |  | |
| ICT facilities at the off-site venue | |  | |
| ICT facilities available in local libraries [please list details] | |  | |
| Please confirm that this information has been given to students registered on the Programme | | YES  NO  *delete as applicable*  Please attach copy of information given to students registered on the Programme | |
| Examination venue (if relevant) | |  | |
| Access to administrative support | |  | |
| Facilities, learning resources and student support to be made available by the University. To include a schedule for the provision of course material and visits from University tutors for teaching sessions where appropriate | | |
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| --- | --- |
| **CONCLUSIONS AND RECOMMENDATIONS** | |
| **CENTRE:** |  |
| Is the Off-Site Centre acceptable for the delivery of the proposed Programme(s) | YES  NO  *delete as applicable*  If ‘YES’ are there any suggestions for enhancement?  If ‘NO’ see ACTION below |
| If ‘NO’ please identify Action required to provide an appropriate learning/ study environment | **ACTION REQUIRED** |

1. \* The document ‘Collaborative Provision Partner Approval: Institutional Site Visit Report’ provides guidance and a checklist for the site visit of a proposed partner. This report would form part of the proposal documentation for a new partner. [↑](#footnote-ref-1)