

# Off-Campus Site Inspection and Approval Policy



**Controlled Document – refer to Intranet for latest version**

Category: Academic

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Responsibility: Executive Director Quality

Date Last Modified: July 2018

Approval: Academic Board

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## Purpose

UCOL requires teaching and learning activities to be conducted in appropriate environments that support the delivery of sound teaching and learning practice and ensure the safety and welfare of all students and staff. This policy sets out the requirements for inspecting and approving facilities to be used for the delivery of UCOL programmes at sites that are not a UCOL campus.

## Scope

The policy applies to UCOL programmes delivered, either in part or entirely, at sites that are not a UCOL campus. This includes sites where another provider (a sub-contractor) teaches UCOL students under an Agreement for Delivery of Teaching and Learning. UCOL campuses are in Palmerston North, Masterton and Whanganui.

The policy does not apply to students engaged in either off-site, workplace or clinical experiences, or off-campus learning that involves educational visits or trips. These activities are to be conducted in accordance with the Student Work Experience and Off-campus Learning Policy.

## Responsibility

The Director Academic Development and NZQA approves the use of a permanent off-campus site for the delivery of part or all of a UCOL programme. The Director Academic Development approves the use of a temporary off-campus site and lists this with NZQA.

The Executive Dean of Faculty or their delegate conducts an inspection of an off-campus site prior to the delivery of part or all of a UCOL programme at that site.

The Director Facilities Management (or delegate) and the Health & Safety Manager are responsible for inspecting the site for suitability and compliance.

The findings of these inspections form the basis for a recommendation to the Director, Academic Development to approve, or not, the use of the site, and to table the outcome at the Academic Approvals Committee.

## Policy Statements

Before the delivery of any UCOL programme, or part of a programme, commences at a site that is not a UCOL campus, the site must be inspected and approved as set out in the Off-campus Site Inspection and Approval Procedure, and appropriate documentation is to be completed and approved before a final decision is made to proceed with delivery of the programme.

During the delivery of any UCOL programme at an approved site that is not a UCOL campus, staff who deliver or support the programme at the site are to ensure that the environment is maintained in a healthy and safe manner appropriate to the teaching and learning activity being conducted on the site.

Any site used for the delivery of a UCOL programme, or part of a programme, must comply with the requirements of Health and Safety legislation.

## Relevant Legislation

- Health and Safety at Work Act (2015)

## Related Documentation

- [Risk Assessment and Control Policy](#)
- [Health and Safety Policy](#)
- [Off-campus Site Inspection and Approval Procedure](#)
- [Off-campus Site Inspection and Approval Form](#)
- Hazard and Risk Management Procedure (to be completed)
- [Student Work Experience and Off-campus Learning Policy](#)