

# Teaching Location and Facilities Policy

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**Department / Function:** Academic Quality & Standards

**Policy Owner:** Dean, Dr Manoj Ponugubati

**Oversight Committee:** Academic Board

**Approving Body:** Academic Board (Recommended) / Board of Governors (Final Approval)

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## Regulatory Alignment with Office for Students (OfS) Conditions

The Teaching Location and Facilities Policy forms part of the London Academy for Applied Technology's (LAAT) academic delivery and infrastructure framework. The policy defines the institutional expectations for teaching locations, learning spaces, and facilities used to deliver academic programmes.

The policy aligns with **OfS Condition B2 (Resources, Support and Student Engagement)** by ensuring that students have access to appropriate learning environments, teaching spaces, and academic resources that support effective learning.

It also supports **OfS Condition B1 (Academic Experience)** by ensuring that teaching is delivered in locations that enable high-quality learning and teaching activities. In addition, the policy supports **OfS Condition C1 (Consumer Protection Law)** by ensuring that accurate and transparent information is provided to students regarding programme delivery locations and learning facilities.

Through this policy, LAAT demonstrates its commitment to providing safe, accessible, and well-resourced learning environments that support students' academic engagement and success.

## Terms of Reference

### 1. Purpose

The purpose of this policy is to establish institutional expectations regarding the **teaching locations and learning facilities** used for the delivery of academic programmes at the London Academy for Applied Technology (LAAT).

The policy outlines:

- approved teaching locations

- standards for learning and teaching facilities
- expectations for accessibility and safety
- arrangements for monitoring the suitability of learning environments

The objective is to ensure that all teaching locations and facilities support a high-quality and inclusive academic experience for students.

## 2. Scope

This policy applies to:

- all teaching and learning activities delivered by LAAT
- all physical and digital learning spaces used for programme delivery
- academic and professional staff responsible for organising teaching activities
- students participating in learning activities delivered at LAAT

The policy covers:

- classrooms and teaching spaces
- learning and study areas
- digital and online learning environments
- specialist facilities where applicable.

## 3. Principles

LAAT's approach to teaching locations and facilities is guided by the following principles:

- **Quality of learning environment**  
Teaching spaces must support effective learning, teaching, and student engagement.
- **Accessibility and inclusivity**  
Facilities should be accessible to all students, including those with accessibility needs.
- **Safety and wellbeing**  
Learning environments must comply with health and safety requirements.
- **Transparency**  
Students must be informed of programme delivery locations and available learning facilities.
- **Continuous improvement**  
Learning environments will be regularly reviewed and improved based on feedback and institutional monitoring.

## 4. Teaching Locations

Teaching activities at LAAT will normally be delivered at **approved institutional teaching locations**.

Approved teaching locations must:

- be formally authorised by the institution
- provide appropriate teaching and learning infrastructure
- comply with health, safety, and accessibility requirements.

Information about teaching locations will be provided to students through:

- programme specifications
- student handbooks
- institutional communications.

Where teaching activities are delivered in alternative locations or through hybrid learning environments, students will be informed in advance.

## 5. Learning and Teaching Facilities

LAAT will ensure that students have access to appropriate learning facilities that support academic engagement.

Facilities may include:

- classrooms and lecture spaces
- study areas and collaborative learning spaces
- digital learning platforms and virtual learning environments
- teaching technology and learning resources.

These facilities will support different modes of learning, including in-person and hybrid delivery.

## 6. Accessibility and Inclusive Learning Spaces

LAAT is committed to ensuring that learning environments are accessible and inclusive.

Teaching locations and facilities should:

- accommodate students with accessibility needs
- provide reasonable adjustments where required
- support inclusive learning practices.

Accessibility arrangements will be aligned with LAAT's **Equality, Diversity and Inclusion Policy** and **Student Support and Wellbeing Policy**.

## 7. Health and Safety

All teaching locations and facilities used by LAAT must comply with institutional **Health and Safety requirements**.

This includes:

- maintaining safe learning environments
- ensuring appropriate emergency procedures
- complying with relevant health and safety regulations.

Staff and students are expected to follow institutional health and safety guidelines while using teaching facilities.

## 8. Monitoring and Review

Teaching locations and facilities will be monitored through institutional governance and quality assurance processes.

Monitoring activities may include:

- periodic facility reviews
- student feedback and surveys
- health and safety inspections
- academic quality monitoring.

Oversight will normally be provided through the **Academic Board and Senior Management Team**.

The policy will normally be reviewed annually to ensure that teaching facilities continue to meet institutional and regulatory expectations.

## 9. Responsible People / Roles include

- **Dean (Policy Owner): Dr Manoj Ponugubati**  
Provides oversight of academic delivery environments and learning resources.
- **Programme Lead: Mr Amarjeet Singh**  
Ensures teaching activities are delivered in appropriate learning environments.
- **Student Experience Lead: Dr Ruchi Singla**  
Monitors student feedback related to learning spaces and facilities.
- **Governance Lead: Dr Abul Hossain**  
Ensures governance oversight and regulatory compliance regarding teaching locations and infrastructure.

### List of people and contact

Role	Name	Contact Email
Dean	Dr Manoj Ponugubati	<a href="mailto:manoj@laat.ac.uk">manoj@laat.ac.uk</a>
Programme Lead	Mr Amarjeet Singh	<a href="mailto:Amarjeet.singh@laat.ac.uk">Amarjeet.singh@laat.ac.uk</a>
Student Experience Lead	Dr Ruchi Singla	<a href="mailto:ruchi.singla6@laat.ac.uk">ruchi.singla6@laat.ac.uk</a>
Governance Lead	Dr Abul Hossain	<a href="mailto:mdabul.hossain@laat.ac.uk">mdabul.hossain@laat.ac.uk</a>

## 10. List of Document

This policy should be read in conjunction with

- Learning, Teaching and Assessment Policy
- Student Support and Wellbeing Policy
- Equality, Diversity and Inclusion Policy
- Health and Safety Policy
- Student Protection Plan Policy

## 11. Evidence

- Teaching location approvals
- Facility inspection records
- Student feedback and survey results
- Health and safety compliance reports
- Learning resource availability records

### Mapping Table for Evidence Items Related to OfS Conditions

<b>Evidence Item</b>	<b>Purpose / What it Demonstrates</b>	<b>Relevant OfS Condition</b>
Teaching location approvals	Demonstrates that teaching is delivered in approved and suitable learning environments.	Condition B1 – Academic Experience
Facility inspection records	Shows that learning facilities are monitored and maintained to support student learning.	Condition B2 – Resources, Support and Student Engagement
Student feedback and survey results	Demonstrates that student experience related to facilities is monitored and improved.	Condition B2 – Resources, Support and Student Engagement
Health and safety compliance reports	Shows that teaching locations comply with safety standards and regulations.	Condition B2 – Resources, Support and Student Engagement
Learning resource availability records	Demonstrates that appropriate teaching resources and infrastructure are available to students.	Condition B1 – Academic Experience