t5.14: site visit report – collaborative provision

Site visits are normally carried out with the Faculty link Quality Assurance Officer - this template is primarily for staff carrying out site visits without a QAO accompanying them. You should contact your link QAO before the visit for advice on what needs to be covered.

This template provides a structure for reports on site visits to:

* an existing partner wishing to deliver an additional Brookes programme (*the report will be submitted to the validation panel for approval*);
* an existing partner wishing to deliver a current Brookes programme at a new location (*the report will be submitted to Faculty AESC/QLIC for approval*).

It focuses on the areas Brookes staff should view to provide assurance that the partner has the facilities and resources to support the programmes under consideration and provide a high quality HE learning environment.

When visiting a *proposed new* partner wishing to deliver a programme leading to a Brookes award, you are advised to use the relevant CPPF form to structure your discussions during the visit.

visit details

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| Name of partner organisation: |  |
| Programme title/s: |  |
| Country of delivery: |  |
| Managing Faculty: |  |
| Managing Department/School: |  |
| Date/s of visit/s: |  |
| Reason for visit/s: |  |
| Name/s and job title/s of Brookes staff undertaking visit: |  |
| Name/s and job title/s of any externals undertaking visit on behalf of Brookes: |  |
| Name/s and job title/s of partner staff with whom meetings were held during the visit/s: |  |

Visit report

Please give a brief account, and evaluation, of the quality of the resources available within the partner organisation, and their suitability to support the proposed programme in the context of current and likely student numbers.

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| 1. **Entitlement of partner to use the site** e.g. do they own the site, do they lease space and – if so - on what terms, is the site registered with the appropriate authorities for the purpose of delivering the programme, etc…? |
| 1. **Teaching accommodation** e.g. types of teaching spaces available, technology provision within rooms, student numbers that can be accommodated, etc. |
| 1. **Specialist teaching facilities**  e.g. laboratories, studio space, etc. Please indicate who has evaluated them if they are particularly specialist in nature. |
| 1. **Access for students with disabilities** |
| 1. **Library provision and study spaces** |
| 1. **IT facilities**  including availability of PCs, networking points, wi-fi coverage, specialist software (including licensing arrangements), cyber security arrangements, etc. |
| 1. **Any other areas** relevant to the proposal (please specify)   Please consult your Faculty link QAO prior to the visit for advice on additional areas which need to be covered. |