

VETTING of VENUES PROCEDURES

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Description: New Issue
Issued by: Quality Co-ordinator
Approved by: Quality Co-ordinator

- 1 Subject** Vetting of Venues
- 2 Purpose** To define procedures to be used by the Institute for Supply Chain Excellence in the vetting of venues for the holding of modules
- 3 Scope** Support activity of the Institute for Supply Chain Excellence, Quality Management System.
- 4 References** Quality Assurance Guidelines and Criteria for Provider Access to Initial Validation of Programmes for Higher Education and Training Leading to QQI Awards, [2013]
HET Core Validation Policy and Criteria [2013].
Quality Manual, section 4.6
Procedures ref:
MS/403.01 Contract Review
MS/403.02 Selection and Assessment of Contractors
SA/406.04 Finance - Payment of Invoices
- 5 Documentation**
- 5.1 Venue Assessment Form Form ref: SA/406.06 - 7.2.2
5.2 List of Approved Suppliers of Venues List ref: SA/406.06 - 7.2.3
- 6 Definitions** nil.
- 7 PROCEDURES**
- 7.1 Responsibility**
- 7.1.1 The Dir. Academic Admin. shall have the responsibility for identifying and vetting venues suitability for holding modules.
- 7.2 Selection, Vetting and the Approval of Venues**
- 7.2.1 The programme co-ordinator shall be responsible for the selection and vetting of suitable venues for the holding of courses.
- 7.2.2 To be eligible for selection venues must meet with the minimum criteria for selection as detailed on the 'Venue Assessment Form'. (see attachment 5.1).
- 7.2.3 Where a venue has met with the criteria for selection it shall be registered on the 'List of Approved Venues'. (see attachment 5.2).
- 7.2.4 The 'List of Approved Venues' is a quality document and shall be made available for viewing to the auditors.

7.3 Reassessment of Approved Venues

- 7.3.1 At the end of each Academic year the Programme co-ordinator shall with the aid of 'Module Evaluation Records' [procedure ref: AP/407.08 Evaluation of Modules] shall review the 'List of Approved Venues'.
- 7.3.2 This review shall be based on the:
- a. quality of the teaching environment
 - b. adequacy of the breakout rooms / areas
 - c. quality of the equipment provided
 - d. management of acoustics, heating, lighting and ventilation
 - e. level of catering for tea breaks / lunches
 - f. views and comments of student and teaching staff
- 7.3.3 Where a venue is found to be unsatisfactory the Programme co-ordinator shall meet with the venue management to discuss the problem and if possible agree a solution.
- 7.3.4 Should the problem continue the Programme co-ordinator shall exercise their prerogative in having the Venue removed from the List of Approved Venues'.

SAMPLE :

Attachment 5.1

Venue Assessment Form

Ref: SA/406.06 - 7.2.2

Name of Venue:	
Address:	
Name of contact person:	
Contact number:	
e-mail:	
Web address:	

working environments	Layout:	Theatre	Classroom	U-shape	Group work
Floor location of room [s]					
Capacity [numbers of people]					
Costs [per room]					

Facilities:	Yes	No	Cost
LCD projector and screens			
Broadband, analogue and digital lines			
Plasma TV			
Flip Chart stands / Flip Chart pads			
White boards			
Conference phones			
Complimentary WiFi throughout the venue			
Access to internet			
Air-conditioning			
Toilets			

Venue Assessment Form continued.../

Catering facilities:	Yes	No	Cost per head
Refreshments: Teas/Coffees			
Lunch: Cooked menu,			
Lunch: Sandwiches			

Supports	Yes	No
24-hour office facilities		
Photocopying		

Accessibility:	Yes	No	Number of places
Full accessibility to any mobility-impaired guests			
Secure car parking for all delegates			

Availability of overnight accommodation:	Yes	No	Cost per night
Single room, bed / breakfast			

Statutory requirements:	Yes	No	Copies received
Health and Safety Statement			
Public indemnity			

Comments / observations:

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Signed: _____

Date: _____

List of Approved Suppliers of Venues

List ref: MS/406.06 - 7.2.3

The following is a List of Teaching Venues approved by the Institute as suitable learning environments:

Dublin:

Ref:	Venue details	Contact person	Contact number	e-mail
1.	McAuley Catherine Centre 23 Herbert St 2 Dublin - 2	Sr Anne Doyle email: annedoyl@csm.ie	01 6387500	cmcauley@indigo.ie
2.	The Mespil Hotel Mespil Road, Dublin 4,	Sarah Leavey Reservations email: reservations@leehotels.com	Tel: 01 488 4600 Fax: 01 667 1244	www.mespilhotel.com

Cork:

Ref:	Venue details	Contact person	Contact number	e-mail
1.	The River Lee Hotel Western Road Cork,		0 21 493 7715	www.doylecollection.com/hotels/cork
2.	Gresham Metropole Hotel MacCurtain Street, Cork City,		021 4643777	conference@gresham-metropolehotel.com

Galway:

Ref:	Venue details	Contact person	Contact number	e-mail
1. 1	The Connacht Hotel			
2.				