**COLLABORATIVE PARTNER RESOURCE VISIT FORM**

|  |  |
| --- | --- |
| 1. **The Resource Visit**
 |  |
| **Partner** |  |
| **Location** |  |
| **Date of visit** |  |
| **Visit conducted by School / partner staff / Other London Met staff** |  |
| **Proposed initial provision** |  |

|  |  |
| --- | --- |
| 1. **Physical Resources (Please attach photographs for each of these spaces)**
 | **Brief description of resources visited / information provided** |
| **General Teaching Space** |  |
| **Specialist Teaching Space** |  |
| **[[1]](#endnote-2)Library and Learning Resources** |  |
| **[[2]](#endnote-3)IT Facilities / Computer Suites** |  |
| **Self-Study Areas for Students** |  |
| **Catering Facilities** |  |
| **Health and Safety inc. fire safety** |  |
| **Other** |  |

|  |  |
| --- | --- |
| 1. **Additional Considerations**
 | **Comment** |
| **Market** |  |
| **Investment** |  |
| **Course Management / Collaborative Arrangements** |  |
| **Transport between sites (if relevant)** |  |
| **Admissions, enrolment and induction** |  |
| **[[3]](#endnote-4)Staffing (including staff development and administrative support)** |  |
| **[[4]](#endnote-5)Student Support and Guidance** |  |
| **Equal Opportunities inc. accessibility for students with disabilities / difficulties** |  |
| **Graduation arrangements** |  |
| **Marketing and Publicity** |  |
| **[[5]](#endnote-6)Adherence to London Met policies and strategies** |  |
| **[[6]](#endnote-7)Issues specific to the local area** |  |
| **[[7]](#endnote-8)Other** |  |

|  |
| --- |
| 1. **Any other observations / comments**
 |
|  |

**Recommendations/Actions:**

|  |
| --- |
| 1. **Recommendations/Actions:**
 |
| **Responsibility** | **Action** | **Due Date** | **Completed** |
|  |  |  |  |

|  |
| --- |
| **GUIDANCE FOR THE USE OF THIS TEMPLATE** |
| Only relevant / applicable sections of the template need be completedThe report may be supplemented by photographic and video evidence if appropriateAll reports should be sent to aqdpartnerships@londonmet.ac.uk within 10 working days of the visitThe report will be used in any approval event involving the proposed collaborative partner site. |

1. To include partner’s awareness of access to London Met resources, opening hours and for overseas partners English language materials.

 [↑](#endnote-ref-2)
2. To include availability of specialist software including VLE, access to printers, speed of internet connection, technical support and contingency plans in the event of technical failure. [↑](#endnote-ref-3)
3. May include previous experience of delivering at this academic level and with other partner institutions.

 [↑](#endnote-ref-4)
4. For overseas partners, may refer to English language and study skills support, including independent learning. [↑](#endnote-ref-5)
5. For example Safeguarding, Prevent, Health and Safety, Data Protection etc. [↑](#endnote-ref-6)
6. For overseas provision, may include special arrangements in place for adverse weather conditions and other locally specific situations which may arise. [↑](#endnote-ref-7)
7. May include living accommodation and social facilities for example. [↑](#endnote-ref-8)