

OLC Teaching Centre Bolton Campus Resource Document



OLC Bolton Campus
66 Castle Street, Bolton,
Greater Manchester, BL2 1AE

Document created by Sarah Moraes 25/02/2021

List of Rooms and Teaching Capacity at Bolton Campus

6 x Teaching Classrooms

101 Apple	40 students theatre; 24 students classroom; 16 students group work
116 Elm	30 students theatre; 16 students classroom; 10 students group work
120 Nutmeg	40 students theatre; 24 students classroom; 16 students group work
213 Oak	54 students theatre; 30 students classroom; 20 students group work
Jasmine	50 students theatre; 28 students classroom; 20 students group work
Acer	6 practitioners in group work (Clinical Health Care Practice Suite)

Engineering Workshop

(6 to 12 technicians in group work and workstations)

Chemical Laboratory Rm 135

(6 technicians in group work and workstations)

Green Room 115

Digital Photography and Video Facility (groups of three students)

Library and ICT areas (Gingko and Mulberry)

ICT student group work	3 students x 6 (18 students) workstations
ICT suites room 111 & 112	Teaching capacity 15 students each area (30 students)
ICT suite Cherry Room 114	4 x PC stations (also one to one teaching)
Secure Server Room 113	

Mock Trial and Courtroom

115 students theatre; 75 students classroom; 30 students group work

Consultation Rooms

3 x One to one rooms for welfare discussions, consultation and interviews

Student Areas

Student canteen – seats 10

Student mindfulness area – seats 10

Student refreshments – seats 6

Outdoor covered meeting place – seats 30

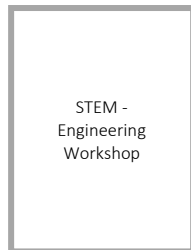
Careers, volunteering and work placement area – seats 6

Car park

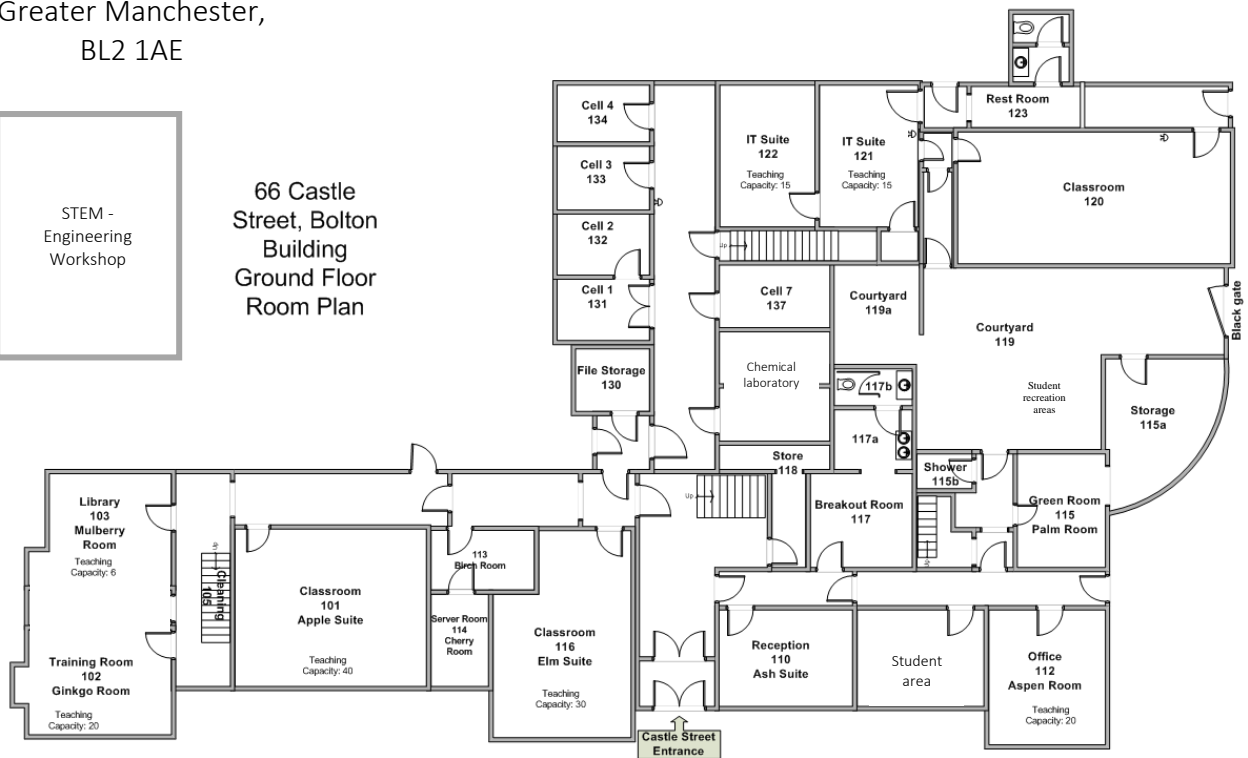
Car parking available for 20 students

On road car parking available in local area

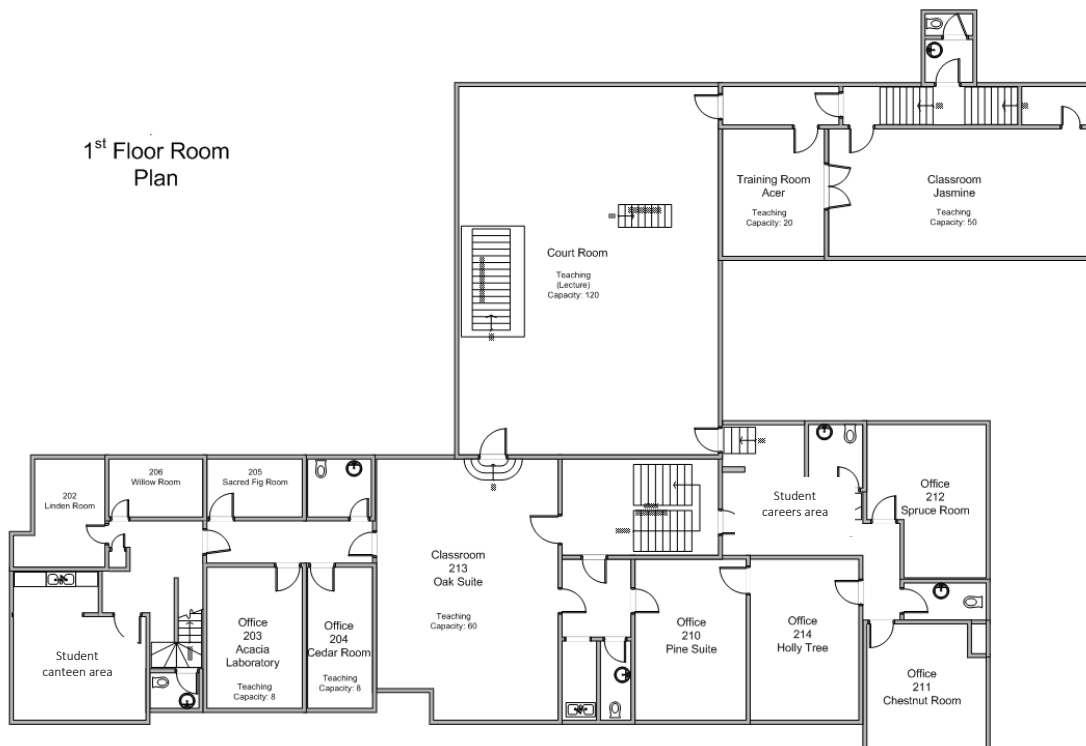
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66 Castle
Street, Bolton
Building
Ground Floor
Room Plan



1st Floor Room
Plan



1. INTRODUCTION

This document provides an overview of the physical resources and capacity to support successful delivery of Higher Education Programmes by OLC (Europe) Ltd. It outlines the teaching classroom areas, library resources, student areas and ICT resources as well as other additional physical resources available to OLC students.

OLC deliver HNC/HND, Top-up Degree programmes and Level 7 Professional Diplomas within the OLC's College Campuses located in Manchester, Bolton and London. OLC was inaugurated in 1998 and our current Bolton Campus began its operation back in 2007 and has been used to teach students and corporate delegates alike. This campus is the headquarters of OLC Colleges.

2. EXECUTIVE OVERVIEW OF THE BOLTON CAMPUS

The Bolton Campus is based in the Old County Police Station with a fully furnished court which has been used for corporate training, police training, professional bodies events and the filming of Coronation Street.

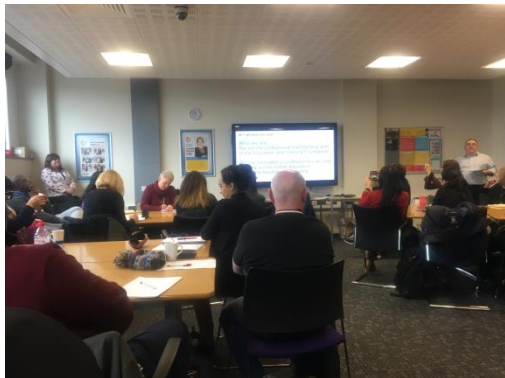


The Bolton Campus is located a short 15 minute walk from Bolton main train station and is on local bus routes.

The Bolton campus has six large fully equipped teaching rooms with Wi-Fi connection, multimedia delivery stations, overhead projectors, white boards and flip charts. There is an impressive recently refurbished library where students can either work alone or group work can be facilitated by the teaching and welfare staff.



Bolton campus has 4 ICT suites which are available for use by all Higher Education students, these areas are suitable for individual study and group ICT work.



Also available for students to use is a clinical health suite which is of industry standard and provides students with a real-life working environment preparing them for employment in healthcare sectors.

The outbuildings include a workshop for practical technician work allied to science, ICT, engineering and healthcare, while a car park is part of the campus and there are 20 available spaces for students. There is a chemical laboratory for medical, chemical and forensic laboratory practice. A green room provides a facility for students to prepare digital photography, filming on a green screen and varying lighting experiences.

2.1 Student Rest and Relaxing Areas

There are 5 dedicated areas for OLC students to meet and socialise, developed in response to student feedback and the request for areas for students to use.



The student areas include a careers section with job vacancies posted and volunteering information for students made available.



There is a covered area outside for students to meet and enjoy a break from their studies and class room activities.

3. SPECIALIST EQUIPMENT AND FACILITIES

There are a range of specialist facilities available to meet the needs of all Business Studies, Hospitality and Health and Social Care students. The facilities aim to support students development of their skills and knowledge and prepare them for employment within the sector.

Health and Social Care students have access to industry standard facilities, including a clinical health suite, which will provide students with the opportunity to develop specialist skills and knowledge required for a career in healthcare practice. A chemical laboratory is also available for practicing preparation of medicine, forensic analysis and chemical analysis.



An engineering workshop for practical hands on working, is equipped with various drilling stations, a lathe, milling machine and benchwork suitable for engineering, science and ICT networking students.

The court room is used for mock trials and is the largest Moot Court in Europe. This allows all HE students to experience mock trials and mock tribunals. The courtroom is also used for the OLC Greater Manchester graduation ceremonies. This court room is used by guest speakers that aim to inspire students.



Local Charities, volunteering organisations and fund raisers use the court room to present their awareness campaigns and promote their charity.

Classroom 116, Elm is often kitted out to represent a board room to provide business studies students with a real life experience of working in a senior management environment.

4. LEARNING AND INFORMATION SERVICES

Library and ICT Services at OLC College provide access to resources at several locations including the Main Libraries and Virtual Learning Environment (VLE) based around Moodle. The Bolton campus library has recently been renovated to include a wider range of books including all books on the recommended reading list for the HND in Computing (Network Engineering).

All Libraries and VLE provide good quality teaching resources and research support for both staff and students and an extensive range of course specific resources that underpin teaching and learning. The areas are easily accessible to all staff and students and offer an inclusive environment.



The libraries at OLC College have resources that cover the following subject areas: Education and Teaching, Business Management, Computing (Network Engineering), Health and Social Care, Hospitality, Events and Tourism, Reflective Practice and Academic Writing Skills.

There is also a selection of subject specific journals/magazines which consist of the following: TES, BERJ, inTuition, and Nursing Times, these are available for borrowing. Students have access to photocopier services, additional ICT support and student study areas. The Student Service Support Team operate an information point for all Library enquiries and have qualified staff available to answer any additional queries.

OLC College Libraries are committed to ensuring that there is comprehensive collection of learning resources relating to all the programmes on offer. Module leaders are expected to submit their reading lists annually based on teaching and learning requirements. The service endeavours to make sure that there is at least one copy of core textbooks available in the library at all times. Learners can borrow books depending on their course level along with relevant journals/magazines. Students can access learning resources from the libraries between 8am - 5pm and on Thursdays 8am – 6pm.

4.1 ICT Facilities and Printing

OLC Libraries include supportive ICT suites across London, Manchester and Bolton campuses. In Bolton there are 32 PC's giving a ratio of one computer for each 5 students. The facilities are made available on a first come first served basis, however, a booking system is available should this be required by individual students.

All PCs are controlled at the router level to ensure that inappropriate material is not accessible. There are also full Wi-Fi facilities enabled at all campuses. Routine assessments are undertaken to ensure high levels of coverage is evident throughout.

PCs available to students are loaded with Microsoft Office 365 which gives easy and complete access to powerpoint, word, excel, publisher, visio, onenote, teams and outlook. PCs are available with SPCC statistical software for humanities studies students preparing for their research projects. Adobe reader is installed on all PCs. Moodle access, turnitin and the OLC VLE is readily accessed on each PC.

Printing facilities are available on all campuses in both Black & White and Colour, up to A3 size paper. A small fee is payable per page printed.

Computing students have the opportunity to work on a separated dedicated network with a Microsoft Business Network server system installed. Computing students have access to the full Microsoft 365 Suite allowing database building using Microsoft Access and gaining experience of Microsoft Cloud computing. OLC is fully supported with Wordpress software and other web building softwares for web design projects.

4.2 Databases and Research Materials

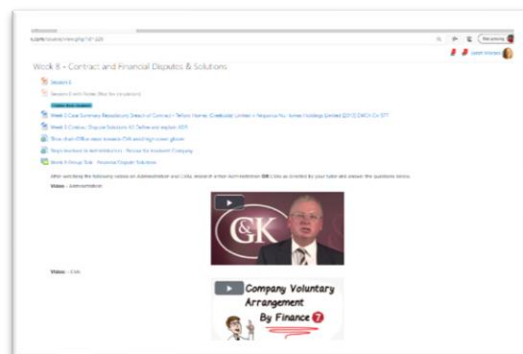
Students are encouraged to pursue wider reading and independently research. All HE programmes require students to research books, journals, conference papers, professional magazines and articles. These are made available to students through the OLC database network and include:

- SCIRP Scientific Research Publications
- PLOS (Public Library of Science)
- British Library EThOS
- IJME
- Europe PMC
- UK Data Service
- CORE
- Research Gate

Partner Franchise colleges and universities allow their students studying with OLC to access wider databases and library resources. Bolton campus students are able to enrol at the local Bolton Council library and have access to the town library resources.

5. LEARNING TECHNOLOGY FACILITIES AND VIRTUAL LEARNING ENVIRONMENT

The College's Virtual Learning Environment (VLE) is accessible not only on the college campus, but also from the students home, workplace or any other location where there is an internet connection. It is used to provide students with lecture materials, tests, general information, discussion boards, staff contact details and module guides. Each student will be given their own login and password details during induction week.



Business Law Moodle Page (Teaching Week 8)

OLC have recently (2020 to 2021) embarked on a capital expense programme to renew and update all PCs and laptops at the Bolton and Manchester campuses. This has led to a large number of PCs and PC screens available to students for free. Also, there are 80 Amazon Fire HD tablets available for students to borrow and for group work exercises if needed by tutors.

6. ADDITIONAL STUDENT SUPPORT RESOURCES

The college has a Career Service and Work Placement Officer providing students with the opportunity of arranging a meeting about future career goals and how to achieve career success. The team provides students with employability support and will help with CV writing, job applications and interview skills. In addition, the team will update students on internal and external career opportunities and open events.



Workplacement Officer handing a cheque to The charity, SOB's

Students can contact the welfare and pastoral service to discuss any academic or personal issues on a one to one basis, where they receive a listening service as well as gain information to access external agencies. There are 3 one to one consultation and interview rooms in the Bolton Campus.



Pastoral Room at Bolton Campus