

# ***OLC Teaching Centre London 7 Sisters Campus Resource Document***



OLC London 7 Sisters Campus  
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London, N15 5NH

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# List of Rooms and Teaching Capacity at London 7 Sisters Campus

## 3 x Teaching Classrooms

- E1 60 students theatre; 38 students classroom; 24 students group work
- E2 60 students theatre; 34 students classroom; 24 students group work
- E3 60 students theatre; 38 students classroom; 24 students group work

## Library and Boardroom

Boardroom style seats 8 people

## ICT Computing Room

32 PCs and large PC screens (also used as a teaching space)

## Consultation Rooms

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

## Student Areas

Student Kitchen – seats 6

Table Football Recreation Centre

Student reception seating area – seats 6

Boardroom seats 8 people

## Car parking

On road car parking available in local area

## The Bernie Grant Arts Centre

Car parking available in local area

Centre is hired out by OLC for graduation ceremonies

Class rooms are hired if required





## 1. INTRODUCTION

This document provides an overview of the physical resource and capacity to support successful delivery of Higher Education Programmes by OLC (Europe) Ltd. It outlines the teaching class room 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 London 7 Sisters Campus began its OLC operation back in 2010 and has been used to teach students and corporate delegates alike. This campus is the operational head office for OLC London College Campuses.



## 2. EXECUTIVE OVERVIEW OF THE LONDON 7 SISTERS CAMPUS

The London 7 Sisters Campus is based in North London, around the Tottenham area. OLC's 7 Sisters Campus is right next to core transport services, including Seven Sisters' Tube Station, and a bus stop right outside the college.



The 7 Sisters campus has three 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 ICT centre where students can either work alone or group work can be facilitated by the teaching and welfare staff.



The 7 Sisters campus has a library with a boardroom style set up, which is available for use by all Higher Education students. Also available for students to use is a recreation centre which provides students with the opportunity to relax and play table football while taking refreshments.

## 2.1 Student Rest and Relaxing Areas

There are 4 areas for OLC students to meet and socialise, developed in response to student feedback and the request for areas for students to use.

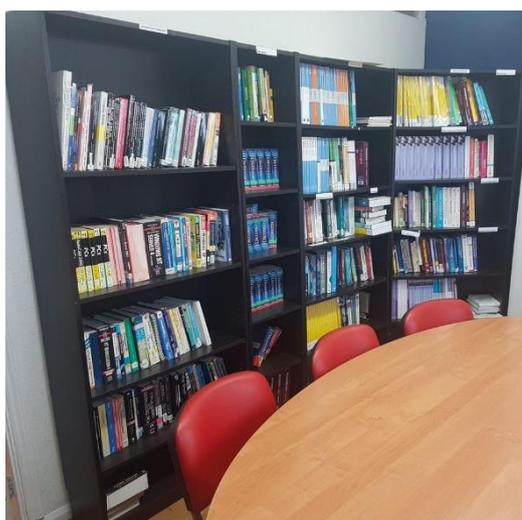


These areas include the opportunity to study quietly in the library or use the area for group work boardroom style, the kitchen and table football recreation centre for relaxing and taking refreshments and the open space reception seating area.

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

### 3. 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 London 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 a supportive 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. Students 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.

### **3.1 ICT Facilities and Printing**

OLC Libraries include supportive ICT suites across London, Manchester and Bolton campuses. In 7 Sisters there are 28 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 PC's 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 seen throughout.

PC's 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. PC's are available with SPCC statistical software for humanities studies students preparing for their research projects. Adobe reader is installed on all PC's. 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 Microsoft Cloud computing. OLC is fully supported with Wordpress software and other webbuilding softwares for web design projects.

### 3.2 Databases and Research Materials

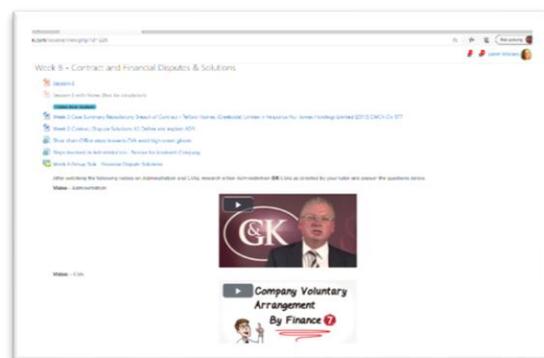
Students are encouraged to pursue wider reading and independently research. All HE programmes require students to research books, journals, conference papers, professional magazines and articles. These are made available to students through the OLC database network and include:

- 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. London campus students are able to enrol at the local Tottenham and Wood Green libraries and also have access to the British Library at Kings Cross.

## 4. LEARNING TECHNOLOGY FACILITIES AND VIRTUAL LEARNING ENVIRONMENT

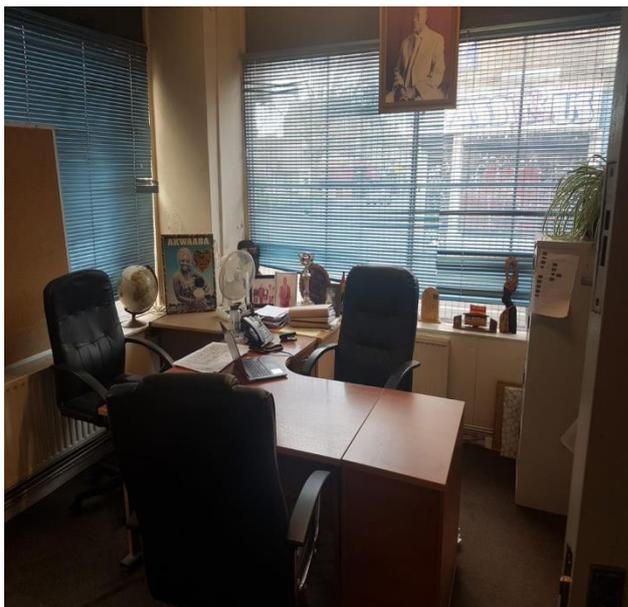
The College's Virtual Learning Environment (VLE) is accessible not only on the college campus, but also from the students home, workplace or any other location where there is an internet connection. It is used to provide students with lecture materials, tests, general information, discussion boards, 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 London campuses. This has led to a large number of PCs and PC screens available to students for free. Also, there is a provision for laptop lending, 30 Amazon Fire HD tablets available for students to borrow and for group work exercises if needed by tutors.

## 5. 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.

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 2 one to one consultation and interview rooms in the 7 Sisters Campus.



OLC London 7 Sisters campus is close to local arts and academic venues and hosts the graduation ceremony in the Bernie Grant Arts Centre. Each year the OLC London students graduation ceremony has special guests that have recently included Mayors and Bishops joining the OLC Senior Leadership team in celebrations.

The Bernie Grant Arts Centre provides a great venue for the graduation ceremony, refreshments and the after party. This centre also has facilities for hire and has been used for OLC professional studies and evening classes when needed.

