

# ***OLC Teaching Centre Manchester Campus Resource Document***



OLC Manchester Campus  
Montague House, Unit 1 Matthew's Street,  
Manchester, M12 5BB

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# List of Rooms and Teaching Capacity at Manchester Campus

## 12 x Teaching Classrooms

101	20 students theatre; 12 students classroom; 8 students group work
102	20 students theatre; 12 students classroom; 8 students group work
103	20 students theatre; 12 students classroom; 8 students group work
104	40 students theatre; 30 students classroom; 20 students group work
105	30 students theatre; 20 students classroom; 16 students group work
106	30 students theatre; 20 students classroom; 16 students group work (currently 106 set-up as mindfulness room)
201	16 students theatre; 10 students classroom; 8 students group work
202	16 students theatre; 10 students classroom; 8 students group work
203	16 students theatre; 10 students classroom; 8 students group work
204	32 students theatre; 20 students classroom; 16 students group work
205	40 students theatre; 38 students classroom; 20 students group work
206	36 students theatre; 24 students classroom; 16 students group work

## Library and Small ICT area

Seats 12 people with 8 PCs and large PC screens (also used as a teaching space)

## ICT Computing Room

Seats 24 people with 16 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

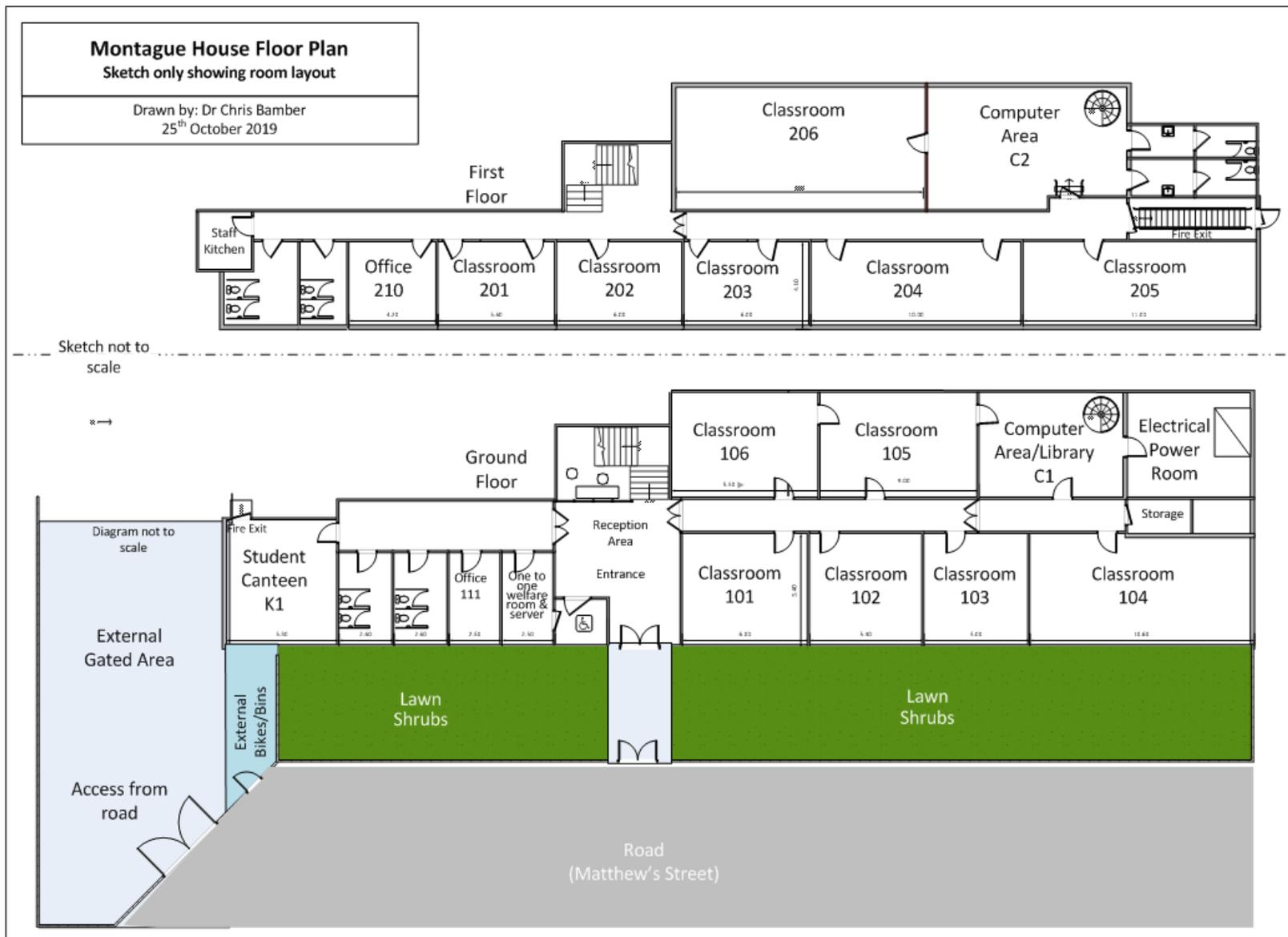
K1 Student Canteen Area – seats 16

Student reception seating area – seats 6

Classroom 106 Mindfulness Area seats 16 people

## Car parking

OLC Car parking for staff and students and visitors with 70 spaces



## 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 with its first headquarters in Salford, Greater Manchester and now our current Manchester Campus began its OLC operation back in 2017 and has been used to teach students and corporate delegates alike.



## 2. EXECUTIVE OVERVIEW OF THE MANCHESTER CAMPUS

The campus has fully equipped classrooms with good wi-fi access, excellent library and ICT learning facilities and provides a student support centre. There are rest areas for relaxing and student facilities for enjoying refreshments. A large garden fronted reception area allows access for students to enjoy the outdoors, when the weather permits. The site is wheelchair friendly with a dedicated disabled parking area for our staff, students and visitors.

The campus is on major bus routes from Manchester's Piccadilly and close to Piccadilly train station. The campus is located a short 5 minutes walk from the local bus stop and 15 minutes walk from Ashbury's and Ardwick train stations. The campus is easily accessible by public transport and a large car park is available for all students, visitors and staff.



The Manchester Campus, just outside the city centre, based in Montague House, Mathews Street, West Gorton, Greater Manchester is a central location for students, businesses and OLC staff and not far from the Etihad Stadium. The excellent central location in the UK's Northwest, is ideal for student enhancement activities including trips to Old Trafford and the Lake District.

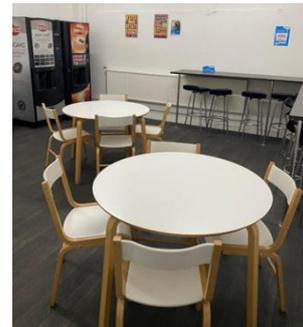
## 2.1 Student Rest and Relaxing Areas

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, the student canteen provides an ideal relaxing area for taking refreshments while the mindfulness room is set out for quiet contemplation for individuals or groups.

The student areas include a careers section with job vacancies posted and volunteering information for students made available. Additionally, for students, visitors and staff, Manchester Campus has a beautiful outside garden seating area for when the weather is good for sitting outside and enjoying nature.



### **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 Manchester 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 Manchester 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 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 web building softwares for web design projects.

### **3.2 Databases and Research Materials**

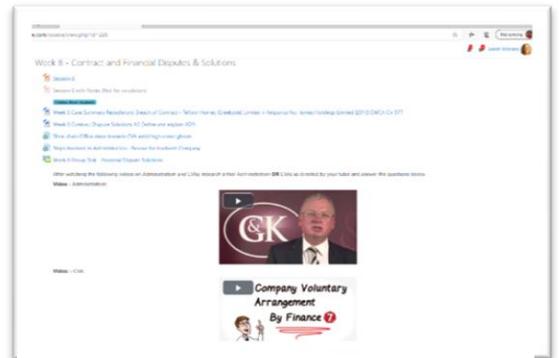
Students are encouraged to pursue wider reading and independently research. All HE programmes require students to research books, journals, conference papers, professional magazines and articles. These are made available to students through the OLC database network and include:

- 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. Manchester campus students are able to enrol at the local Manchester City Council library and have access to the city's library resources.

#### 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 are 80 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 Manchester Campus.

