Contents

	Page
Guidelines	3
Large Space Requirements	4
Management Centre	5
Schedules : Vocational Areas	6–32

Vocational Areas

ADULT LEARNING ESSENTIAL SKILLS 6

BUSINESS STUDIES/MANAGEMENT

- Administration 7
- Business and Finance 8
- Retail Distribution 9
- Travel and Tourism 10

CATERING 11

COMMUNICATION 12

CREATIVE STUDIES

- Art and Design 13
- Media Studies 14
- Performing Arts (Drama) 15
- Performing Arts (Music) 16

ENGINEERING AND BUILDING

- Construction 17
- Electrical/Electronic Engineering 18
- Mechanical Engineering and Motor Vehicle Studies 19
- Software Enineering 20

ENVIRONMENT AND SOCIETY 21

HAIRDRESSING AND BEAUTY THERAPY 22

HEALTH AND SOCIAL CARE 23

ICT AND COMPUTING 24

LEISURE SPORT AND RECREATIONAL 25

MATHEMATICS 26

MODERN LANGUAGES 27

APPLIED SCIENCE 28

SPECIAL NEEDS

- Pathfinders (One Unit) 29
- Pathfinders (Two Unit) 30
- Pathfinders (Three Unit) 31

TEXTILES AND DESIGN 32

Guidelines

Each Schedule would allow a college to provide programmes in each vocational area from level 1 to level 4.

The following guidelines are used: -

I. Room Hours Used: 0900 – 1700, 5 - day week = 40 hours
(Not including evening or Out – Centre classes)

II. Frequency (F): Practical Areas: 0.8

Classrooms: 0.9

III. Seat Occupancy (S): 0.8

IV. Room Utilisation (U): Frequency X seat occupancy

V. Each full-time student or FTE is taught for 21 hours each week

VI. The number of students a particular room can accommodate (student capacity) is determined for each specialist area.

VII. In preparing the schedules an area was used for each room based on its purpose.

VIII. Storage areas are a proportion of each room area. These are as follows:

10% for a general classroom
20% for practical and large spaces

IX. Balance areas are 35% of available teaching space and large space.

X. The gross external area will be the teaching and storage areas plus an additional 3% which allows for interior and exterior walls.

Full-Time Equivalent Students

The following formula was applied to calculate the number of FTEs each schedule would accommodate:

Number of FTEs =

$$\frac{\text{Student Capacity (N) X Frequency (F) X Seat Occupancy (S) X Teaching Hours (40)}}{\text{Taught Hours Per Week (21)}}$$

$$\text{FTEs} = \frac{N \times F \times S \times 40}{21}$$

Large Space Requirements

	Size Sq. m (Or area per student)	FTE
Central Hall	250	
Crèche	120	
Library	(0.5 sq. m per FTE)	
Central Administration	(0.25 sq. m per FTE)	
Student Study Area	(0.20 sq. m per FTE)	
Student Social Area	(0.20 sq. m per FTE)	
Staff Study Space	(2 sq. m per full-time lecturer)	
Staff Social Area	(1.5 sq. m per full-time lecturer)	
Principal's Office	60	
Vice – Principal's Office	30	
Head of Department's Office	20	
Board Room	100	
Snack Bar/Canteen	(0.3 sq. m per FTE)	
Careers Counselling Suite	100	30
Open Learning Area	180	60

Management Centre

	Size Sq. m (Or area per student)	FTE
Lecture Theatre	180	35
Conference Centre	100	30
Seminar Rooms (4 no.)	100	30
Kitchen/Reception Area	20	

Adult Learning Essential Skills

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	20	60	0.9	0.8	0.72	27
WORKSHOP	30	90	0.8	0.8	0.64	37
INTERVIEW AREA	0	15				-

Administration

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
ADMINISTRATION IT SUITE	24	90	0.8	0.8	0.64	29
WORKROOM	15	30	0.8	0.8	0.64	18

Business and Finance

Room T itle	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
BUSINESS STUDIES IT SUITE	24	90	0.8	0.8	0.64	29
WORKROOM	15	30	0.8	0.8	0.64	18

Retail Distribution

Room T itle	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
PRACTICAL WORKSHOP	20	90	0.8	0.8	0.64	24

Travel and Tourism

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
PRACTICAL WORKSHOP	20	90	0.8	0.8	0.64	24

Catering

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
PRODUCTION KITCHEN	18	150	0.8	0.8	0.64	22
TRAINING/TEST KITCHEN	18	150	0.8	0.8	0.64	22
LARDER KITCHEN	18	150	0.8	0.8	0.64	22
BAKERY KITCHEN	18	150	0.8	0.8	0.64	22
MEAT TECHNOLOGY	18	150	0.8	0.8	0.64	22
DEMONSTRATION AND PREPARATION AREA	18	150	0.8	0.8	0.64	22
RESOURCE CENTRE/STUDY AREA	18	75	0.8	0.8	0.64	22
RESTAURANT		150				-
RECEPTION AREA	18	80	0.8	0.8	0.64	22
BAR		60				-
WORK EXPERIENCE AREA (CANTEEN DINING AREA)	18	200	0.8	0.8	0.64	22
ACCOMMODATION STUDIES	18	200	0.75	0.8	0.6	21
RETAIL OUTLET	18	100	0.8	0.8	0.64	22
LAUNDRY/DISPENSING AREA AND CENTRAL STORAGE	18	130	0.8	0.8	0.64	22
PLANT BAKERY	18	130	0.8	0.8	0.64	22

Communication

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
WORKSHOP	20	112	0.8	0.8	0.64	24

Art and Design

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
PAINTING AND DRA WING STUDIO	20	90	0.8	0.8	0.64	24
GRAPHICS/PHOTOGRAPHIC STUDIO	20	90	0.8	0.8	0.64	24
FABRIC/SILK/TEXTILES	20	90	0.8	0.8	0.64	24
COMPUTER CAD/CAM F ACILITY	20	90	0.8	0.8	0.64	24
PHOTOGRAPHIC DARK ROOM	10	40	0.8	0.8	0.64	12
3 - DIMENSIONAL WORKSHOP	20	130	0.8	0.8	0.64	24
CERAMICS WORKSHOP INCLUDING CLAY PREPARATION AREA, KILN ROOM AND GLAZING AREA	20	150	0.8	0.8	0.64	24

Media Studies

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
TV STUDIO (TO INCLUDE CONTROL AREA)	20	170	0.8	0.8	0.64	24
GRAPHICS WORKSHOP	12	96	0.8	0.8	0.64	15
NEWSROOM	12	96	0.8	0.8	0.64	15
RADIO STUDIO (TO INCLUDE CONTROL AREA)	12	96	0.8	0.8	0.64	15

Performing Arts (Drama)

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
STUDIO	20	170	0.8	0.8	0.64	24
SOUND WORKSHOP	12	96	0.8	0.8	0.64	15
LIGHTING WORKSHOP	12	96	0.8	0.8	0.64	15
STAGE PROPERTIES WORKSHOP	12	96	0.8	0.8	0.64	15
DRESSING ROOM	12	96	0.8	0.8	0.64	15
MAKE-UP ROOM	12	96	0.8	0.8	0.64	15

Performing Arts (Music)

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.8	0.9	0.72	33
PERFORMANCE STUDIO	20	120	0.8	0.8	0.64	24
ELECTRONIC/KEYBOARD STUDIO	8	30	0.8	0.8	0.64	10
REHEARSAL STUDIO	8	36	0.8	0.8	0.64	10
PRACTICE ROOM	5	24	0.8	0.8	0.64	6
LISTENING STUDIO	6	18	0.8	0.8	0.64	7

Construction

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
TUTORIAL ROOM	10	25	0.8	0.8	0.64	12
LABORATORY	20	92	0.8	0.8	0.64	24
DRAWING OFFICE	20	112	0.8	0.8	0.64	24
PLUMBING WORKSHOP	16	135	0.8	0.8	0.64	20
CARPENTRY AND JOINERY	16	135	0.8	0.8	0.64	20
MACHINE SHOP	8	168	0.8	0.8	0.64	10
BRICKWORK SHOP	14	240	0.8	0.8	0.64	17
PAINTING AND DECORATING	12	150	0.8	0.8	0.64	15
PLASTERING WORKSHOP	12	75	0.8	0.8	0.64	15
RESOURCE ROOM	16	45	0.8	0.8	0.64	20
CAD	20	90	0.8	0.8	0.64	24
FURNITURE	18	150	0.8	0.8	0.64	22
ASSEMBLY/ERECTION WORKSHOP	16	150	0.8	0.8	0.64	20

Electrical/Electr onic Engineering

Room T itle	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
ELECTRONICS LABORA TORY CRAFT	20	90	0.8	0.8	0.64	24
ENGINEERING COMPUTING LABORATORY	20	90	0.8	0.8	0.64	24
ELECTRONICS/TELECOMMUNICA TIONS LABORATORY (PROJECT)	20	112	0.8	0.8	0.64	24
ELECTRONIC COMPUTING LABORA TORY	20	132	0.8	0.8	0.64	24
ELECTRICAL INST ALLATION WORKSHOP	16	135	0.8	0.8	0.64	20
ELECTRICAL WORKSHOP	16	135	0.8	0.8	0.64	20

Mechanical Engineering and Motor Vehicle Studies

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
WORKSHOP (MOTOR VEHICLE)	16	60	0.8	0.8	0.64	20
LARGER MACHINE AREAS E.G WORKSHOP/ LABORATORY/FOUNDRY/CNC	14	300	0.8	0.8	0.64	17
FABRICATION/WELDING	16	250	0.8	0.8	0.64	20
MOTOR VEHICLE TECHNOLOGY	16	134	0.8	0.8	0.64	20
LIGHT MULTI-CRAFT WORKSHOP	16	220	0.8	0.8	0.64	20
TECHNOLOGY/PROJECTS/CBT	16	90	0.8	0.8	0.64	20
CAD/WORKSHOP	16	90	0.8	0.8	0.64	20
POWER SYSTEMS (HUD/P NEW)	16	90	0.8	0.8	0.64	20
ENGINEERING SCIENCE	16	90	0.8	0.8	0.64	20
METROLOGY	16	90	0.8	0.8	0.64	20
INSTRUMENTATION AND MEASUREMENT	16	90	0.8	0.8	0.64	20

Software Engineering

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
SE DEVELOPMENT LABORA TORY	20	90	0.8	0.8	0.64	24
SE TESTING WORKSHOP	16	90	0.8	0.8	0.64	20
SE/ELECTRONIC SYSTEMS WORKSHOP	20	130	0.8	0.8	0.64	24
SE INDUSTR Y TRAINING LABORA TORY	16	128	0.8	0.8	0.64	20
SE INDUSTRIAL PROJECT DEVELOPMENT LABORA TORY	16	112	0.8	0.8	0.64	20
SE RESOURCE ROOM	10	45	0.8	0.8	0.64	12

SE = Softwar e Engineering

Environment and Society

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33

Hairdressing and Beauty Therapy

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
HAIRDRESSING SALON AND RECEPTION AREA		150				-
FLOOR KITCHEN	18	20	0.8	0.8	0.64	22
LAUNDRY DISPENSAR Y AREA		80				-
BEAUTY SALON	18	150	0.8	0.8	0.64	22
BEAUTY THERAPY SALON	18	200	0.8	0.8	0.64	22
RESOURCE AREA/AP A AND STUDY AREA	18	75	0.8	0.8	0.64	22

Health and Social Car e

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
PRACTICAL WORKSHOP (CHILDCARE)	20	90	0.8	0.8	0.64	24
PRACTICAL WORKSHOP (HEAL THCARE)	20	90	0.8	0.8	0.64	24
SOCIAL SKILLS TRAINING WORKSHOP	20	60	0.8	0.8	0.64	24
SEMINAR/TUTORIAL ROOM	12	30	0.8	0.8	0.64	15
EARLY YEARS EDUCA TION ROOM	20	90	0.8	0.8	0.64	24
ICT WORKSHOP	20	90	0.8	0.8	0.64	24

ICT and Computing

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
ICT PRACTICAL LABORA TORY	20	90	0.8	0.8	0.64	24
ICT PROJECT WORKSHOP	16	110	0.8	0.8	0.64	20
SPECIALIST TRAINING WORKSHOP	16	128	0.8	0.8	0.64	20
RESOURCE ROOM	10	45	0.8	0.8	0.64	12

Leisure Sport and Recreational

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
SPORTS SCIENCE LABORATORY	20	120	0.8	0.8	0.64	24
PERFORMING ARTS (DANCE)	20	120	0.8	0.8	0.64	24
GENERAL COLLEGE REQUIREMENTS						
SPORTS HALL	24	440	0.8	0.8	0.64	29
FITNESS SUITE	20	120	0.8	0.8	0.64	24

Mathematics

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
MATHEMATICS ROOM (PRACTICAL)	20	90	0.8	0.8	0.64	24
MATHEMATICS WORKSHOP	40	120	0.8	0.8	0.64	49

Modern Languages

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
PRACTICAL WORKSHOP	20	90	0.8	0.8	0.64	24

Applied Science

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
GENERAL SCIENCE LABORA TORY	20	120	0.8	0.8	0.64	24

Pathfinders (One Unit)

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	12	20	0.8	0.8	0.64	15
INDIVIDUAL COMPUTER AREA	12	20	0.8	0.8	0.64	15
GROUP ROOM	12	80	0.8	0.8	0.64	15
COUNSELLING/INTER VIEW/TUTORIAL		16				

Pathfinders (Two Unit)

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	25	0.8	0.8	0.64	29
INDIVIDUAL COMPUTER AREA	24	30	0.8	0.8	0.64	29
GROUP ROOM	24	80	0.8	0.8	0.64	29
COUNSELLING/INTER VIEW/TUTORIAL		16				

Pathfinders (Thr ee Unit)

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	32	25	0.8	0.8	0.64	39
INDIVIDUAL COMPUTER AREA	36	40	0.8	0.8	0.64	44
GROUP ROOM	36	100	0.8	0.8	0.64	44
COUNSELLING/INTER VIEW/TUTORIAL		16				
TOILETS						

Textiles and Design

Room Title	Room Capacity	Room Area	Frequency (40 hour week)	Seat Occupancy	Utilisation	FTE
CLASSROOM	24	60	0.9	0.8	0.72	33
TESTING LABORA TORY	15	130	0.8	0.8	0.64	18
INDUSTRIAL WORKSHOP	20	200	0.8	0.8	0.64	24
PATTERN CUTTING ROOM	20	150	0.8	0.8	0.64	24
DOMESTIC SEWING ROOM	20	130	0.8	0.8	0.64	24
FASHION COMPUTER SUITE	20	100	0.8	0.8	0.64	24