

POLICIES AND PROCEDURES



Policy Title	PERSONAL TUTORING POLICY
Policy Number	WLCBMS 010
Responsible	DEAN OF TEACHING
Approval By	TEACHING COMMITTEE ACADEMIC DEPARTMENT
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PERSONAL TUTORING POLICY

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PERSONAL TUTORIAL POLICY

WLCBMS is committed to support each individual learner to achieve his/her potential in a challenging and motivating environment.

SECTION 1. PRINCIPLES

Successful tutoring is vital to the individual learner maximising their achievement at College. Learners should be encouraged to take responsibility for their own learning through Academic and Personal Tutoring.

Tutorials are seen as part of the College academic support system

Close liaison is expected between personal tutors, subject lecturers and students

Valuing diversity and respecting individual differences is integral to Personal Tutoring.

Tutorials will be operated in accordance to College standards, observed in accordance with :

A. College monitoring procedures observations and appraisals

B. Awarding Body criteria

C. Reviewed and evaluated through quality assurance procedures ie Quality Audit.

SECTION 2. CONTEXT

Tutoring is instrumental in supporting student progression. Tutorials are designed to play a key role in motivating learners to maximise their potential and achieve success.

Main objectives of tutorials are:

- To support student progression
- To offer guidance to the student with their course assessment tasks
- To help students maintain focus on their ILP's
- sharing decision making and responsibilities
- presenting them with an opportunity to discuss issues with a personal/contact tutor
- giving individual attention and guidance to a students learning
- developing learners' confidence and smoothing out any misconceptions in their learning
- setting personal and academic targets
- contributing to a learners' employability skills development and career guidance
- opportunities to discuss progress to further study, training or employment

SECTION 3. RESPONSIBILITY

Tutoring should be coordinated by the appropriate lecturer and monitored by the Head's of Department in coordination with the Dean of Teaching, Deputy Principal and Quality Assurance Department to:

- ensure all information has been given to each individual student prior to commencement of his/her course
- monitor of the effect of their tutorial roles both academic and personal in conjunction with College policy
- ensure that confidentiality is observed at all times and that issues pertaining to student confidentiality must be discussed with appropriate staff

SECTION 4. ROLE OF A TUTOR

The Academic Tutor has a key role in ensuring that every learner achieves his/her full potential by:

- monitoring of academic performance
- negotiating and setting clear targets
- regularly reviewing progress

The Personal Tutor has a key role in ensuring that every learner achieves his/her full potential by:

- setting student personal targets
- monitoring of students personal development
- regularly reviewing progress
- being caring, approachable and supportive to facilitate a productive working relationship
- being knowledgeable of college systems, information and services that provide information on learners or that learners need to access
- knowing when and where to refer learners for academic tutoring
- maintaining links with lecturers and Head's of Department establishing ground rules, especially regarding attendance, punctuality, deadlines and quality of work
- developing general study skills especially time management, personal organisation and target setting
- working with the lecturer to take action whenever learners are falling below expected levels of performance
- managing attendance. It is a vital part of a Personal Tutor's job to encourage good attendance and punctuality and to monitor absence
- engaging when necessary in welfare, counselling and guidance

Personal tutoring is organised on a termly basis or as requested by the student.

SECTION 5. ACCOUNTABILITY

Tutors are directly accountable to their respective Head's of Department and are answerable to the Academic Committee. Tutorial monitoring is ongoing and is recorded through staff meetings and the Quality Assurance System. An annual tutorial monitoring report is presented by Heads of Department to the Teaching Committee.

SECTION 6. STUDENT PROGRESSION

Tutorials target the improvements in a student's specific individual educational needs allowing more quality focussed time, monitoring and appraisals of ILP's to take place. Any student who feels disadvantaged due to them entering a course mid term are offered additional tutorial time. Staff / student bonding is a positive feature that can transpire from well-planned tutorial meetings

SECTION 7. ATTENDANCE

Tutors are available throughout the term. Minimum termly appointment times are agreed between tutor and student and timetabled. Compulsory assessment weeks are explained and planned. A timetable of attendance is agreed between student and tutor at the beginning of a semester and should coincide appropriately with submission dates for assignments Tutorial attendance is compulsory. If a student requires additional tutorial support an informal arrangement is made to provide for this.

SECTION 8. SUPPORTING DOCUMENTS

- a. Teaching and Learning Strategy (WLCBMS 022)
- b. Assessment Policy and Procedures (WLCBMS 001)
- c. Attendance Policy (WLCBMS 003)
- d. Tutorial Record Template
- e. Annual tutorial monitoring report
- f. Student Engagement Policy

SECTION 9. REVIEW

This policy and the accompanying procedures are subject to annual review.