

Higher Education Personal Tutoring Policy



1. Policy Statement

Weymouth College is committed to providing an excellent learning experience for all higher education students studying at the College. This includes academic and pastoral support. This policy is intended to promote achievement, well-being and to help ensure that each individual student is provided with continuity of academic support and guidance.

2. Reason For The Policy

- 2.1. Tutorial support is a vital and essential element in all the study programmes provided by the College with the exception of short training and recreational courses.
- 2.2. The tutorial process allows the College to ensure that all crucial parts of the study programmes are being monitored. The process allows students to review progress, negotiate and agree their targets and to discuss with their tutors in confidence any issues affecting them or their ability to progress and succeed.
- 2.3. Tutorial programmes play an important part in motivating, empowering and enabling students to maximise their potential and progress to further higher education study or employment.

3. Policy Objectives

- 3.1. To ensure that HE students receive an appropriate induction into the College and their programme of study.
- 3.2. To provide students with a range of activities to develop employability related knowledge and skills.
- 3.3. To support learning, target setting and action planning for future improvement.
- 3.4. To help resolve students' problems, whether academic or personal using a referral system where applicable.
- 3.5. To provide a channel of communication for students about general College issues.
- 3.6. To provide information, advice and guidance (including UCAS guidance) to students to enable them to make informed decisions regarding future career or studies.

4. Policy

- 4.1 A member of staff from the programme of study and course year for the student will be allocated tutorial responsibility and act as a consistent point of contact for individual students on personal, domestic or academic matters.
- 4.2 The personal tutor will facilitate delivery of group tutorial sessions and individual tutorials.
- 4.3 Personal tutors provide general feedback on overall academic performance and offer appropriate guidance and will help foster the development of students' reflective and independent learning strategies.
- 4.4 Personal tutors act as facilitators to information and advice, contributing directly in areas where they have expertise and inviting in appropriate support staff (e.g. Careers or specialist Advisers).
- 4.5 The College will operate a referral system for students who require specialist support such as disability support (DSA Disabled Students' Allowance), counselling or careers and progression (UCAS) advice.
- 4.6 The College will ensure that students are aware of their entitlement to tutorial provision through their Programme Handbook(s) on Moodle VLE.
- 4.7 Students will be given the opportunity to feedback on the quality of their tutorial support through a range of mechanisms including: University or College questionnaires, focus groups, programme team meetings.

Policy Title:	Higher Education Personal Tutoring Policy	Policy Owner:	Director of Higher Education
Status:	FINAL	Approval Date:	January 2016
EIA Required Yes or No due regard given	Due regard given	Review Date:	January 2018
Yes - EIA Date:			

5. Definitions

6. Policy Owner

6.1. Director of Higher Education

7. Who Will Need To Know About This Policy

- All Curriculum Managers
- All Programme Leaders
- All HE Tutors
- Higher Education Students

8. Responsibility

8.1. Director of Higher Education

9. Related Policies

- Higher Education Student Complaints Policy
- Student Disciplinary Policy
- Weymouth College Assessment Appeals Procedure (Guide for Students)
- Plymouth University Complaints Procedure
- Plymouth University Academic Appeals (taught & research)
- Bournemouth University Student Complaints Policy & Procedure
- Bournemouth University Academic Appeals: Policy and Procedure for Taught Awards
- Kingston University General Regulations 2b: Student Complaints Guidance
- Kingston University Academic Appeals (Taught Courses)

10. History

This policy was adopted and approved on:

Signed: *Nigel Evans*

Date: *26 January 2016*

Nigel Evans, Interim Principal

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