



## HE12 - Higher Education (HE) Personal Tutoring Policy

<b>Policy Author:</b>	Director of Curriculum	<b>Policy Owner:</b>	Vice Principal Curriculum & Quality
<b>Approval Date:</b>	July 2023	<b>Review Date:</b>	July 2025
<b>Purpose of the Policy</b>  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.			



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## **1. Reason For The Policy**

- 1.1.** 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.
- 1.2.** 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.
- 1.3.** 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.

## **2. Policy Objectives**

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

## **3. Policy**

- 3.1.** 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.
- 3.2.** The personal tutor will facilitate delivery of group tutorial sessions and individual tutorials.
- 3.3.** 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.
- 3.4.** 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).

- 3.5. The College will operate a referral system for students who require specialist support such as disability support Disabled Students' Allowance (DSA), counselling or careers and progression (UCAS) advice.
- 3.6. The College will ensure that students are aware of their entitlement to tutorial provision through their Programme Handbook(s) on the College VLE.
- 3.7. 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, National Student Survey, programme team meetings.

#### 4. Responsibility

##### 4.1. Director of Curriculum & Quality

<b>Definitions:</b>	None.	<b>Who Needs to Know?</b>	<ul style="list-style-type: none"> <li>• All Curriculum Managers</li> <li>• All Programme Leaders</li> <li>• All HE Tutors</li> <li>• Higher Education Students</li> </ul>
<b>Related Policies and Procedures:</b>	HE Assessment Policy	<b>Approval Date:</b>	July 2023
<p><b>This policy was approved and adopted by:</b></p> <p><i>Julia Howe</i></p> <p><b>Julia Howe</b> Principal</p>			