Tutorial Policy

Scope and Purpose of Policy

The purpose of this policy is to acknowledge that whilst the College helps learners to achieve qualifications we also aim to raise their aspirations and self-esteem by developing employability, self-awareness and life skills. Tutorial support is an essential element in this and all learners are entitled to a programme of personal and academic development.

This policy applies to all learners who have tutorial sessions included on their programme of study.

This policy applies to all staff that have a Tutoring role within the college.

What is Tutorial?

This is a programme designed to ensure that learners are given sufficient support and challenge to enable them to succeed on their programme of study. It provides all learners with a personalised progamme of learning, informs and develops learners' wider skills and ensures that all learners are supported in their programme of study. The tutorial programme covers a wide range of essential topics aimed at learner growth and development. It is delivered via a mixture of timetabled sessions and online content.

Policy Statements

We are committed to ensuring that every learner:

i)   Has a **named course/personal tutor** who will be responsible for supporting the progress and personal welfare of the learner, encouraging and helping them to participate in the life of the College.

ii) Has access to a **personal and academic development programme** which will include a taught element and an academic progress/pastoral support element, and on-line independent study programme.

iii) Has **an individual learning agreement and progress targets** which will be maintained and regularly updated by the course/personal tutor in discussion with the learner and recorded on VITAL.

We are committed to ensuring that every tutor:

- Is supported by the College with a **continual professional development** programme linked to the delivery of the tutorial programme.

Equality and Diversity Statement

In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Equality Act.

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Revision No:	3
Last Revision Date:	27/9/2018
Next Revision Date	10/2020

Health and Safety Implications

None associated with this policy.

Welsh Language Standards

This policy does not affect the Welsh language negatively. In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Welsh Language Standards.

Linked Policies

- Learner Relationship Management
- Bullying and Harassment
- Fit to Study
- Safeguarding
- Equality & Diversity
- Teaching and Learning
- Skills
- Data Protection
- Disclosure

Linked Procedures

- As above for policies
- Tutorial Procedure
- Attendance Procedure

Location and Access to the Policy

This is available from the website/ Learner/Staff Portal and may be out of date if printed.

Date approved: 6/12/2013		**Responsible Manager:** Dean of Quality	
Approved by: Quality Standards Board		**Executive Lead: :** Deputy Principal Curriculum & Standards	
Review date: 14/9/2018		**Accessible to Learners: :** Yes	

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