

**There is a Welsh version of this document available.**

# Tutorial Policy

## Scope and Purpose of Policy

This policy is underpinned by the Group's vision – Inspirational, Inclusive and Influential and will support our work towards the key drivers of Quality, Efficiency and Growth. The policy will incorporate the following principles:

- Those who access Cardiff and Vale College Group must be **free from discrimination**.
- Learners will be supported to enable them to **achieve their potential** whilst in learning, in an environment which removes or minimises disadvantage, takes steps to meet their needs and which encourages participation.
- We will support learners to develop the **skills they need to progress** successfully through their lives.

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 – **we are creating skilled and employable people**. Tutorial support is an essential element in this and all learners are entitled to a programme of personal and academic development.

### What is Tutorial?

This is a timetabled programme designed to ensure that full-time learners are given sufficient support and challenge to enable them to succeed on their programme of study. It provides all learners with a personalised programme 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 skills development, active wellbeing and personal development/growth. It is delivered via a mixture of timetabled sessions and online content and is a vital part of a learner programme of learning.

## Policy Statements

This policy applies to:

- All learners within the Group who have access to a Tutorial, regardless of mode or location of study.
- All staff that have a tutoring role within the college.

The College will ensure every full-time learner:

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- Has a **named course/personal tutor/Progress Coach** 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.
- Has **an hour a week** timetabled to Tutorial.
- Has the opportunity to discuss **their progress and support** needs with their tutor on a regular basis.
- Has **an individual learning programme (ILP) and progress targets** which will be maintained and regularly updated by the course/personal tutor in discussion with the learner and recorded on *On Track*.
- 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.

### The College will:

- Review the Tutorial programme annually to ensure it is fit for purpose, meeting the requirements of our learners, as well as any wider curriculum, support or statutory requirements e.g. those required within the Learning Area Programme or by Welsh Government.
- Ensure sufficient resources are in place to support the delivery of the Tutorial element.
- Ensure every tutor is supported by the College with a **continual professional development** programme linked to the delivery of the tutorial programme.
- Ensure every learner is made aware of the Tutorial programme.

## Responsibilities

The Governing Body will be responsible for ensuring that:

- The Policy is reviewed on a regular basis (as per the policy terms of review) and appropriate advice is given on content. The Main Board approves the policy.

Senior Management are responsible for:

- Reviewing this Policy and the attached procedures.
- Ensuring sufficient resources are in place to carry out the duties outlined.
- Ensuring staff have sufficient training

The senior Quality team is responsible for:

- Maintaining the currency of this policy and associated procedures.
- Ensuring the allocation of appropriate resources to meet the requirements of the policy and associated procedures.

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- Ensuring the Tutorial programme is up-to-date and meets all required guidance
- Providing appropriate training and development and support for staff to ensure they can follow the policy.
- Ensuring appropriate steps are taken to monitor data linked to this policy and that this data is used to inform and improve practice i.e. reviewing the programme.

All Teaching, Progress Coach and Support Staff are responsible for:

- Acting in line with this policy and procedure.
- Attending relevant CPD events.
- Informing learners of the policy and procedures and supporting them to access any help.

Learners are responsible for:

- Participating in all parts of the Tutorial programme.
- Monitoring their targets and progress.
- Providing feedback on the programme via learner surveys and other learner voice activities.

## Legislation and Guidance

Guidance related to Tutorial content.  
Learning Area Programmes

## 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.

## Welsh Language Standards

This policy provides opportunities for persons to use either the Welsh or English language. The duties which come from the Standards mean that organisations should not treat the Welsh language less favourably than the English language, together with promoting and facilitating the use of the Welsh language i.e. making it easier for people to use in their day-to-day life.

## Health and Safety Implications

None associated with this policy.

## Linked Policies

- Learner Relationship Management
- Bullying and Harassment
- Fit to Study
- Safeguarding
- Equality & Diversity

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- Teaching and Learning
- Skills
- Data Protection
- Disclosure

## Linked Procedures

- As above for policies
- Tutorial Procedure
- Attendance Procedure

## Approval, Change and Review

This policy is reviewed every 2 years.

## Location and Access to the Policy

This is available from the website and may be out of date if printed. There is a Welsh version of this document available.

**Date approved:** 6<sup>th</sup> December 2013

**Approved by:** CQSA/Main Board

**Review date:** 30<sup>th</sup> September 2024

**Responsible Manager:** Assistant Principal Quality, T&L

**Executive Lead:** : Vice Principal Quality & Learner Journey

**Accessible to Learners:** : Yes

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