

TUTORIAL POLICY

Strategic Aim	To provide high quality, flexible learning opportunities to enable learners to achieve, progress and attain in terms of their personal, social, academic and vocational development	
Responsibility	Assistant Principal, Curriculum	Andy Wright
Revision Date	17/09/2010	

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TUTORIAL POLICY

Purpose of Tutorial Sessions

- To provide all learners with the opportunity to discuss their academic progress
- To provide opportunities for learners to receive guidance on career and learning choices
- To provide learners with a 'personal' contact
- To provide written or electronic evidence of progress for specific funding streams – i.e. EMA
- To discuss learner absence which is affecting academic progress, and agree supporting actions?

Scope

- The Tutorial Policy applies to all College programmes of duration greater than 8 weeks unless an agreed equivalent arrangement exists that meets all criteria within this policy.
- Information and paperwork for the Tutorial Policy will be included at induction for all learners (See Induction Checklist).
- Following induction onto the programme all full time learners will meet individually with their Personal Tutor during the first four weeks of teaching. As part of their entitlement, all full-time learners will have an individual meeting with their PT a minimum of 3 times in any academic year (or pro-rata if programme duration is less than 36 weeks).
- Following induction onto the programme all part time learners (on programmes of duration greater than 8 weeks) will be given the opportunity to meet with their personal tutor during the first four weeks of teaching. Learner Achievement and recording of progress for those part time learners wishing to make use of this service is as for full-time learners.

Learner Achievement and recording of progress

- The Personal Tutor Record Form (TUT2) will be produced by Student Records for each full-time learner and issued to Personal Tutors/Programme Managers. Students Records will produce Personal Tutor Record Forms (TUT2) on request for part-time learners. The TUT2 (or ILP) must be completed after each tutorial session by the Personal Tutor and retained in the Student File for audit purposes. Personal Tutor Record Forms (TUT2) or ILPs will be sent to the Student Funding team for all Education Maintenance Allowance (EMA) learners upon request from Student Services. This will provide evidence of progress and any agreed changes to the learner programme will be tracked and acted upon accordingly in line with EMA audit requirements. Additional copies of the TUT2 are available on request from Student Records.

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- The Student Tutorial Record Form (TUT1) will be produced by Student Records for each full time learner and issued to Personal Tutors. Student Records will produce Student Tutorial Record Forms (TUT1) on request for part-time learners. Programme/Unit details should be checked and Student Records advised by the Programme Managers of any changes required. Student Tutorial Forms should then be distributed to learners. This will allow individual units to be identified and signed off and Learners are required to produce these as evidence of progression at tutorials. It is the Learner's responsibility to retain the TUT1, and is their evidence of progress.
- Learner Absence and other Referrals will be conducted on-line for serious concerns, academic progress, attitude and behaviour. Personal Tutors will be copied in to each referral. Student Support Services may in appropriate cases refer learners to a Personal Tutor.

Learner Attendance

Learners should be advised that absence can have a negative impact on their academic progress and may mean that they will be unable to complete the course to the required standard. Where following appropriate advice and support, Personal Tutors believe that this will be the case then they should make a recommendation to the Programme Manager following discussions with the Curriculum Leader for withdrawal from the course.

In some cases repeated or significant absence may result in disciplinary action or in withholding of support funding. These are related but separate matters with different designated procedures. The main concern in relation to the tutorial policy is whether the absence of a student is affecting their academic progress to the extent that they are unlikely to achieve.

- Personal Tutors will access attendance records on-line before each scheduled tutorial meeting with a learner. Self-certified absences for learners will continue to operate.
- Personal Tutors will weekly monitor class absence. If there are causes for concern these will be discussed at the next available tutorial session with the individual, and appropriate actions agreed.
- If as result of absence it is clear the learners are failing to make the necessary academic progress that will enable them to successfully complete their course in the required time following discussion with the Curriculum Leader, the personal tutor should advise the learner of this and recommend to the Programme Manger that they may be withdrawn from the course.

The Tutorial Session

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- The Tutorial Checklist will be used for all tutorial sessions and retained at all times by Personal Tutors.
- Information is confidential unless agreement is given by the learner to make disclosure to a third party. In some cases it may be necessary to inform the learner that matters will need to be taken to a third party.

Appeals

Should the learner feel the removal from the programme due to academic performance is not fair or balanced, or of a reasonable decision, they can ask for their case to be appealed. This appeal would be heard by the Head of Faculty with the Learner and also the Personal Tutor to discuss the withdrawal. Should the Head of Faculty decide to allow the Learner to continue on their studies this would be agreed by all parties with the personal Tutor responsible with the learner on monitoring these actions. The Learner has five working days to appeal the decision to remove them from their course to the Head of Faculty.

Distribution List

- Board of Management
- College Management Group
- All Staff Members
- All Learners

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Personal Tutor System – Tutorial Checklist (2 pages)

M= Activities that are Mandatory O= Suggested/Optional Activities

General Heading	Mandatory/ Optional	Suggested Topics	Individual/Co- ordinated Event	Delivered/Organised by:	Resources
Individual Interviews	M	3 Individual meetings with learner per academic year. 1 st meeting within 4 weeks of learner commencing course	Individual	Personal Tutor	Tutorial Record Forms/Individual Learning Plans; Attendance records; Referrals
Learners' Right to Reply	M	Quality Policy; Right to appeal; Quality Comment Cards	Co-ordinated	Quality Team	SPARQS training/Quality Officer talk
Citizenship	M	Discrimination; Diversity; RRAA; DDA; bullying; anger management	Individual	Personal Tutor	CDROM – diversity (Apex Scotland can offer anger management sessions).
Pre-Exit Interview	M	Future Planning; Careers; Progression;	Individual	Personal Tutor/Curriculum Leader	Discussion regarding future plans, progression routes etc. Referral to of the Careers Adviser/ Student Adviser re support for the next session (if learner has an additional need); use of the Careers library in the Point or the main library. May also be recorded on eportfolio/ILP
Student Voices	M	Completion of questionnaires	Individual	Personal Tutor	
Team Building	M	Completed during orientation day	Individual	Programme Manager/Personal Tutor/Curriculum Leader	Ice breaker resources for the induction period

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General Heading	Mandatory/ Optional	Suggested Topics	Individual/Co- ordinated Event	Delivered/Organised by:	Resources
Academic Performance	M	Discussed and recorded during individual meetings or as requested by Personal Tutor	Individual	Personal Tutor	TUT Forms, Student Withdrawal Forms
Financial Planning	O	Coping with debt; bank accounts; internet banking; saving for a rainy day	Co-ordinated	Personal Tutor with Citizens Advice Bureau	Budget management tool on LearnNet under Student Services, talk from funding re student funds
Interview Skills	O		Individual	Personal Tutor; Career Service	Mock Interviews by Careers Scotland and or other tutors/managers, Utilisation of the FOL2 interviews for Success workbook. Employer mock Interviews.
Sexual Health	O		Individual	Community Nurse	Resources also available through the Student Adviser re leaflets and information.
Drug & Alcohol Awareness	O		Co-ordinated	Police; 1 st Base	ADAT team
Volunteering	O		Co-ordinated	Volunteer Action	We are members of Volunteer action;NCVS;BUNAC
Study Visits	O	Preparation for; evaluation of	Individual	Personal Tutor/CL/PM	
Guest Speakers	O	Industry; Road Safety; Professional Bodies	Individual	Personal Tutor/CL/PM	

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