

**CANTERBURY COLLEGE**  
**CODE OF PROFESSIONAL PRACTICE**

**TEACHING AND LEARNING**

1. All teaching sessions to have lesson plan and relevant scheme of work in place *using College standard format.*
2. *The learning environment to be appropriately set up, ensuring Health & Safety requirements are met.*
3. All sessions to begin on time *and registers to be marked correctly.*
4. All sessions to conclude in line with timetabled end session time.
5. All teaching sessions to begin with the aims and objectives of the session, a review of the previous session and assessment of the learner's knowledge and understanding.
6. The planning of the teaching to take into account different learning styles and give learners the opportunity to work as a class, in groups and individually.
7. The sessions to have *appropriate* pace, learning to be chunked and include a range of assessment opportunities including effective questioning to assess ongoing knowledge, understanding and development of skills.
8. Planned activities to be interesting, stimulating, demanding and differentiated to match the learners' abilities.
9. All resources and teaching materials to be high quality, well presented, accurate, relevant and up to date.
10. Teaching materials to be available on Moodle, the intranet or paper based and relevant to the level of the course and the learners' level of ability.
11. The session to end with a review of the learning achieved and aims and objectives to be revisited to ensure they have achieved.
12. Notes on individual *and group learning* to be recorded and used when planning the differentiated needs for the next session.

**TUTORIALS**

1. All full time learners to receive 6 *one to one* tutorials a year, a tutorial calendar and dates of individual tutorials.
2. All substantive part time learners to receive 3 tutorials a year, a tutorial calendar and dates of individual tutorials.
3. All learners to have an Individual Learning Plan with agreed targets that challenge and support the individual's potential success and achievement.
4. All tutorials documentation to be completed with detailed action planning that identifies the tasks to be completed by the learner to achieve the goals set.
5. All tutorial documentation to include completed assignments, grades achieved and target grades.

**COURSE WORK**

1. During induction the learner will receive an assessment calendar for all assessed work required for the course/programme.
2. Learners to be given verbal and written instructions outlining the structure of the assignment and the content requirements.
3. Learners to be offered additional support as appropriate to facilitate the successful completion of the assignment.
4. Each assignment brief *to be internal verified where required before distribution* and return date to the learner.
5. All marked assignments to include detailed written feedback and guidelines to achieving a higher grade for subsequent assignments.
6. All assignments to be handed in to an *agreed point, and signed for.*
7. Assignments to be marked and returned to the learners within 2 weeks.
8. Assignments that require a longer turn around time must be agreed with the Section Manager and learners advised of the return date.
9. *Internal verification to be planned and carried formatively and summatively using College or Awarding Body documentation.*

## **COURSE MANAGEMENT (COURSE TUTORS)**

*In order to maintain quality of provision across the college, course tutors will:*

- 1. Carry out the duties as detailed in the Code of Professional Practice for Teaching Staff.*
- 2. Ensure all prospective learners receive an interview and are offered a place on an appropriate programme of study. Not applicable to UCAS candidates in H.E.*
- 3. Produce a course handbook, to the College standard, prior to the commencement of the course.*
- 4. Ensure all learners are enrolled on the programme of study and registered promptly with the relevant awarding body.*
- 5. Prepare and oversee an effective programme of learner induction.*
- 6. Develop and maintain a course file as detailed in the tutor handbook.*
- 7. Record one to one tutorials, monitor the development and achievement of targets and Individual Learning Plans.*
- 8. Ensure that any poor performance/disciplinary measures follow College procedures.*
- 9. Maintain up to date tracking and achievement records.*
- 10. Chair minuted, frequent and regular, course team meetings and ensure action points are implemented.*
- 11. Monitor registers frequently and regularly, action absences and total up registers for audit on completion of the programme of study.*
- 12. Lead the team in the carrying out an ongoing course review including the completion of relevant documentation and inclusion of the required data.*
- 13. Ensure that formative and summative Internal Verification is carried out and liaise with the external verifier/awarding body as required.*
- 14. Compile and send out end of year reports to learners/parents/employers as appropriate.*
- 15. Ensure all work has been assessed and verified and documentation for claiming certification from awarding body University is promptly completed and sent to the Exams office.*