

TUTORIAL

POLICY STATEMENT

Canterbury College aims to help students achieve qualifications but also to raise their aspirations and self esteem. Tutorial support is an essential element in this and all students are entitled to a programme of tutorial support which meets the minimum standards set out below.

It is the policy of Canterbury College that:

- 1 Every student will have a **named *course/personal* tutor** (course, year, group or personal) who will be responsible for supporting the progress and welfare of the student and helping him/her to participate in the life of the College
- 2 All students will receive **individual tutorial guidance** to support their academic programme, to help them develop their full potential and to enable them to take part in the life of the College
- 3 All students will be provided with an **annual tutorial programme** which will include individual and group tutorial times as well as a programme of events which may form part of the enrichment programme
- 4 A **personal file for every student** will be maintained and regularly updated by the *course/personal* tutor in discussion with the student
- 5 The *course/personal* tutors will be supported by the College with **staff development** programmes and comprehensive guidelines.
- 6 The policy will be monitored by the *FE Director*.
- 7 The Tutorial Policy will be consistent and complementary to all other College policies and in particular to the Equal Opportunities, Race Equality, Disability and Health & Safety policies

Guidelines for the implementation of the policy are set out in the Student Support - Tutorials and Enrichment - Staff Guidance Pack (Tutor Handbook).

The policy will be implemented in the following way:

1 Every student will have a named tutor (course/personal) who will be responsible for supporting the progress and welfare of the student and helping him/her to participate in the life of the College

1.1 Students will be allocated a *course/personal* tutor during induction.

2 All students will receive individual tutorial guidance to support their academic programme, to help them develop their full potential and to enable them to take part in the life of the College

2.1 All full time students should have a *six week* induction *programme* and a tutorial programme of at least one hour per week, to include individual and group tutorial work. Part time students are entitled to similar range of support as full time students, but the time allocation will differ depending upon the course hours.

2.2 All full time students must have a minimum *six* formal individual progress reviews/tutorials per *year* with their *course/personal* tutors.

2.3 Tutors will meet students weekly in their tutorial group (normally during the timetabled tutorial hour). Student attendance will be recorded on the register.

2.4 Day release students should have timetabled tutorial time in their programme, and should be individually reviewed at least once per term. Evening class students attending for only a two or three hours per week *do not need* timetabled tutorial time. *This is at the discretion of the Section Manager and the relevance of tutorial time to the programme of study.*

3 All students will be provided with an annual tutorial programme which will include individual and group tutorial times as well as a programme of events which may form part of the enrichment programme

3.1 The schedule of tutorial activities and topics for the year will be given to students during induction.

3.2 Students will have access to information and guidance *in line with the Every Child Matters agenda on::*

- health and safety
- health education
- elements of citizenship
- career guidance and development
- lifelong learning planning
- progression options
- work experience
- transition skills

3.3 Elements of the students' enrichment programme may be delivered during timetabled tutorial time, but some may be covered in other parts of the students' programme or by cross College activities.

3.4 Participation in the enrichment programme will be co-ordinated and recorded through the tutorial support system.

4 A personal file for every student will be maintained and regularly updated by the *course/personal* tutor in discussion with the student

4.1 The tutor will keep written **records** of tutorial work including:

- scheme/plan of work and record of work for group tutorials
- *a tutorial calendar*
- written records of individual tutorials kept in the student's file.

4.2 The written records of individual tutorials will include, as a minimum, the student's name, the date, the student's progress on the course and since the last tutorial, *the target set for improvement and assessment targets based on value added or distance travelled data. An action plan will be agreed to support the student in reaching set targets. The ILP should be signed by the tutor and the student.*

4.3 *All student records (eg ILPs) will be on standard college documentation.*

4.4 Other significant individual meetings and conversations with students will be recorded; guidelines on confidentiality are set out in the Staff Handbook.

4.5 Students are entitled to see any information kept in their files and student 'ownership' of the record should be encouraged.

5 *Course/Personal* tutors will be supported by the College with staff development programmes and comprehensive guidelines

5.1 All staff will participate in regular series of staff development programmes on tutorial support.

5.2 The Tutor Handbook will be provided for all staff and updated regularly.

6 The policy will be monitored by the *FE Director*

6.1 *Section Managers and Faculty Heads* will review the implementation of tutorial support at regular intervals with *Course Tutors*.

6.2 *Faculty Heads* will monitor tutorial support recorded on annual review documentation.

7 The Tutorial Policy will be consistent and complementary to all other College policies and in particular to the Equal Opportunities, Race Equality, Disability and Health & Safety policies