LONDON CHURCHILL COLLEGE

PERSONAL TUTORING AND ENABLING STUDENT DEVELOPMENT POLICY

Audience	Policy	Version Number and Month	Next Review Due	External Reference Points:
External (Student VLE)	Personal Tutoring and Enabling Student Development Policy	V-03, Nov-2018	November 2020	UKQC Chapter *B3*: Learning and Teaching UKQC Chapter B4: Enabling Student Development and Achievement

The personal tutoring system provides both academic and pastoral support to help students achieve their potential within the study environment.

AIMS

The aim of this policy is to provide every student with an opportunity to seek academic advice, support and guidance from named individual Personal Tutors in order to comply with the College's commitment to supporting greater opportunities for access to education for students who might otherwise not realise their full potential.

POLICY:

- All students have access to a designated Personal Tutor.
- Introductory personal tutorials are included as part of the induction programme to introduce students to their tutor as early as possible and to help facilitate a smooth transition from prospective to current student status.
- All timetables include a session allocated for each teaching week, in which students can attend a one-to-one meeting with their personal tutor.
- Students who are deemed to be at risk of academic failure are encouraged to meet their personal tutors more regularly to improve their academic performance.
- The College has a minimum of 2 personal tutor per programme. Larger programmes have more.
- The Personal Tutors are supervised by the Lead Personal Tutor and the Programme Manager will have an oversight of the effectiveness of the personal tutoring system.

The Role of the Personal Tutor:

Main responsibilities:

- Provide cross-module guidance and support to allow students to progress through their studies and encouraging their full participation in all that the College has to offer.
- Signposting students to relevant course materials and text books so as to facilitate access to resources that will support them as individual learners.
- Assisting students in understanding the requirements of the assignment briefs and providing support, such as English language advice.
- Maintaining a log of contacts with students on the "Personal Tutor Tracking Sheet" and developing Individual Assessment Learning Plans (IALP) together with students.
- Monitoring and recording individual student progress against the IALP.
- Establishing a close working relationship with tutees, building an open rapport.
- Working with other departments to monitor and support students who have been identified as at risk of termination for insufficient progress.
- Being familiar with the College's policies and procedures, as well as relevant sector developments in order to help provide appropriate and timely advice to students.
- Offering general advice and guidance to students.
- Referring students, as appropriate, to other departments within the College. Such referrals may relate, for example, to disability, health and emotional support.

Additional responsibilities:

- Guiding applicants and students through the process of making applications for the Recognition of Prior Learning.
- Conducting admission interviews for prospective students.

Responsibilities of the Student:

- To maintain contact with their Personal Tutor, students are advised to provide updated contact details on their student profile.
- Students should ensure that they attend all tutorial sessions and should be an active participant.
- It is expected that students inform their Personal Tutor promptly of any relevant changes in their circumstances.

Personal Tutoring and Enabling Student Development Policy