

TUTORIAL POLICY

CTM 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 CTM that:

- 1 Every student will have a **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 policy will be monitored by the Principal
- 6 The Tutorial Policy will be consistent and complementary to all other College policies and in particular to the Single Equality Scheme and Health and Safety policy

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 must have a minimum six formal individual progress reviews/tutorials per year with their course/personal tutors.
 - 2.2 Tutors will meet students weekly in their tutorial group (normally during the timetabled tutorial hour). Student attendance will be recorded on the register.
 - 2.3 Day release students should have timetabled tutorial time in their programme

- 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 will be given to students during induction.
- 3.2 Elements of the students' enrichment programme may be delivered during timetabled tutorial time
- 3.3 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 **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
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 maintained.
- 4.4 Other significant individual meetings and conversations with students will be recorded; guidelines on confidentiality are set out in the CTM Data protection policy.
- 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.

Tutorial Record Sheet

Tutor:

Course:

| Student Id | Student Name | Problem (s) | Support Provided |
|------------|--------------|-------------|------------------|
| | | | |

Tutorial Record Sheet

Tutor:

| Student Id | Student Name | Level | Problem (s) | Support Provided |
|------------|--------------|-------|-------------|------------------|
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| No. of students came for support | % of student got support | Success rate (%) |
|----------------------------------|--------------------------|------------------|
| | | |

Continuing Professional Development

Personal Development Record for the period DD/MM/YYYY to DD/MM/YY

| Date | Title of the CPD Training | Description of the training | Learning outcomes | Impact at work |
|-------------|----------------------------------|------------------------------------|--------------------------|-----------------------|
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The objective of this report is to describe range of development actions intended to meet the professional development objectives of staff members.

Further information of staff development is available in the 'Staff Development Policy'.