

**Teitl:**  
**Title:** Personal Tutorial Policy for Higher Education Students

**Dyddiad Cyhoeddi:**  
**Issue Date:** February 2018

Adolygu a Chymeradwyo / Review and Approval

<b>Cyfrifoldeb:</b> <b>Responsibility:</b>	<i>Assistant Principal and Director of Curriculum Higher Education, Quality and Essential Skills</i>
<b>Corff Cymeradwyo:</b> <b>Approval body:</b>	<i>SMT</i>
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Cwmpas / Scope

This applies to all higher education students at Coleg Cambria.

*I'w bennu gan y Rheolwr Gweinyddol a Gwasanaethau Cwsmeriaid /  
/ To be assigned by the Admin & Customer Service Manager*

<b>Cyfeirnod / Reference:</b>	<i>Ceir ei bennu wedi cymeradwyo'r ddogfen This will be assigned to the document on approval</i>
<b>Fersiwn / Version:</b>	
<b>Dosbarthiad / Classification:</b>	<i>Dogfen Arferol Normal</i>



# **Personal Tutorial Policy for Higher Education Students**

*February 2018*



## **Personal Tutorial Policy**

Coleg Cambria is committed to providing an excellent learning experience for its students. This includes high standards of academic and pastoral support.

All higher education students are entitled to effective and appropriate academic and pastoral support to ensure they achieve the best possible outcomes. The Coleg Cambria Personal Tutorial system for higher education provides support and guidance for students in three key areas:

- academic and vocational achievement
- personal and social development and well being
- preparation for future employment and further progression in their higher education studies

This support is most likely to be carried out by a personal tutor that is assigned to each higher education student and in the allocated weekly personal tutorial slot. This will usually be through a combination of group and individual tutorials, however all students will have at least one individual session per semester. For full time students this will always be the case. For part time students this support may be offered via a personal tutor, a subject tutor or by the programme leader. This may not always be in an allocated weekly slot but will be at times to suit the programme structure and student's work and other commitments. Either way it will be made clear to the student and their employer, where relevant, how their tutorial support will be provided.

## **Personal Tutor Role**

Personal tutors will provide an important support role throughout a student's time at College, particularly during their first weeks, but also throughout their higher education programme and in any challenging times students may experience. Personal tutors will regard any matter relating to a student in the group as her/his concern.

A Personal Tutor will:

1. Plan and schedule a structured programme of tutorial sessions to include group and one to one sessions.
2. Regularly review progress in all subjects and provide general feedback on overall academic performance.
3. Offer support to students to action plan for improvement where appropriate.

4. Take initial action in dealing with and monitoring problems relating to academic progress, behaviour or personal matters of students in line with College and University procedures.
5. Support students with any personal, financial or legal issues that impact on their study signposting to other College and external services where appropriate and provide appropriate assistance where required to support students in accessing such services.
6. Deliver the Higher Education Induction Programme for their area in conjunction with other tutors/specialists, and mark and submit any induction materials/records as required.
7. Provide appropriate tutorial support to include One-to-One Reviews in which students are encouraged to be active, self-directed learners, setting their own aims and goals and to participate in the review process effectively.
8. Keep an accurate record of attendance at Personal Tutor sessions.
9. Deal with any unexplained absence of an unacceptable level in line with College Disciplinary Process.
10. Provide appropriate referral to other support systems, where necessary.
11. Facilitate transfer to other choices or programmes and support the student to complete early leavers documentation, if appropriate.
12. Prepare, in consultation with colleagues, material for references, testimonials and reports as required.
13. Encourage and facilitate progression, motivation and aspiration through career education by facilitating motivational inputs, careers information and course advice, referring students to the College Careers Department and the Careers Service as necessary.
14. Liaise with the programme leader and other tutors to ensure a framework of support is in place where necessary.

The Personal Tutor is directly responsible to her/his Deputy Director or relevant manager.

### **Planning Tutorials and One to One Sessions with Students**

Most one to one sessions with students involve coaching conversations, where feedback, advice and guidance is given. It is important that within these conversations that:

- students understand the feedback, advice and guidance given
- students are empowered to develop their ideas
- personal tutors help clarify and summarise the conversation, in order to formulate actions for development
- students are encouraged to formulate actions on areas for development and that these are then recorded in individual learning plans.