

THE COLLEGE TUTORIAL POLICY

The Bournemouth & Poole College recognises the importance of tutorial support for all students. All students are entitled to receive personal guidance and support from curriculum staff.

The purpose of the tutorial policy is to ensure pastoral support and guidance as well as providing information and advice on a wide range of topics.

1. The Student Entitlement

- 1.1 It is the policy of The Bournemouth & Poole College that all students are entitled to a programme of tutorial support appropriate to their needs and to the demands of their course.
- 1.2 The College recognises that the needs of students can vary and will seek to provide programmes that recognise and respect those needs.
- 1.3 The aim of such programmes will be to provide young people and adults with the necessary support to enable them to achieve their agreed goals and to progress, if desired, to employment, further or higher education or training.
- 1.4 All students will have the support of a Personal Tutor and the tutor will be the main contact between the student and The College for all aspects of college life.
- 1.5 The student entitlement to tutorial support will be conveyed through The College's Student Charter and Student Handbook.
- 1.6 Students will have the opportunity to comment on their tutorials through College questionnaires, the Student Council, student feedback events and curriculum evaluations.

2. The College Commitment

The College will implement its policy of tutorial support for students through the measures listed below:-

- 2.1 All students are entitled to a programme of tutorial support, organised and resourced through the curriculum teams.
- 2.2 The general entitlement to tutorial support for part-time students will, as a minimum, consist of:
 - pre-course guidance
 - an induction to the programme
 - induction to College services, facilities and Health & Safety procedures (including evacuation procedures)
 - the provision of a part-time student handbook
 - access to learner and learning support services
 - an entitlement to have representation on the Student Council
 - an entitlement to participate in Student Union activities

- opportunities to comment on the programme and College services and facilities
- 2.3 All full-time students will have two hours a week timetabled for tutorials. This will normally comprise a one hour group tutorial and the opportunity for a one-to-one tutorial at least once per term.
 - 2.4 All part-time students on a programme of 4-6 hours per week will have an entitlement of half an hour per week, with an expectation of at least one one-to-one tutorial per term. Programmes of 7-11 hours per week will have a tutorial entitlement of one hour per week. As part of this tutorial support, all students are entitled to a clearly structured and published programme of activities. The published programme of activities will be available for audit by the Tutorial Office and Department of Quality & Development.
 - 2.5 During one-to-one tutorials a student's progress will be reviewed and an action plan completed. Records of these interviews will be kept and stored in student files.
 - 2.6 Each student will be made aware of The College's tutorial policy and allocated a Personal Tutor. The Personal Tutor's role is as outlined in 'The Role of the Tutor' section in the Personal Tutor's Handbook. Personal Tutors will be involved in the induction of students and in helping them review progress and cope with transition from school/home to College.

3. General

- 3.1 The team of Personal Tutors within each Academy will be co-ordinated by a Lead Tutor with support being available from Student Services.
- 3.2 The College will support Personal Tutors by offering staff development opportunities, by providing resource materials and by identifying specialist staff who can assist tutors in areas of tutorial work.
- 3.3 The importance of monitoring and evaluating tutorial work is recognised. Feedback will be welcomed from students and staff.

Monitoring, evaluating and reviewing the policy will be the responsibility of the Lead Tutors and Lead Tutor Partnership. In addition, the planning and co-ordination of the programme will be the responsibility of the Lead Tutor in conjunction with their Deputy Director, the Heads of Tutoring and Student Services Manager.

4. The Tutorial Programme

- 4.1 The content of the tutorial programme is divided into four main elements, each of which has a separate section in the Personal Tutor's Handbook. The main elements to the programme are:-
 1. Induction
 2. Progress Review and Target Setting
 3. Enrichment
 4. Careers and Progression
- 4.2 It is recognised that many of the topics listed under each of these elements may well be delivered as part of the ordinary curriculum content of many courses. Integration of tutorial elements in this way is to be encouraged. However, students should be made aware that this is the case.

- 4.3 Tutorial group work will be student centred and tutors will be given full support in developing appropriate teaching and group work techniques. The Every Child Matters (ECM) agenda will be incorporated into group tutorial activities.
- 4.4 It is not expected, nor is it reasonable to expect, that all elements of the programme be delivered by individual Personal Tutors. What is expected is that Personal Tutors will act as facilitators, contributing directly in those elements where they have expertise or a particular interest and inviting in support staff (eg the Careers Service, Health Advisors, the Chaplain, or the Lead Tutor).

5. Tutorial Quality Standards

- 5.1 All full-time students will have an entitlement to regular timetabled weekly tutorials. The contact time that will encompass both group and individual tutorials will, for a normal group, be of not less than two hours per week.

Part-time students on programmes of 4-6 hours per week will have half an hour tutorial time per week, and one hour for programmes of 7-11 hours per week.

- 5.2 50% of this time should be for the group to meet together for group related activity, and 50% for one-to-one individual tutorials.
- 5.3 Each student has the right to a formal individual tutorial at least twice per term for full time students and once per term for part-time students, and to informal access to a tutor as the need arises.
- 5.4 Tutors will have a corresponding time timetabled for each tutor group that they are responsible for, eg two hours per week. This time allocation reflects a notional case loading of 20 students per tutor.
- 5.5 All tutors must have an up to date copy of the Personal Tutor's Handbook and follow the detailed procedures in it.
- 5.6 Tutors will have access to a variety of appropriate resources and know where to get support.
- 5.7 Curriculum teams in each Academy will prepare, agree and deliver a tutorial programme that contains all elements outlined above, which will be in accordance with the College Tutorial Policy and these Quality Standards.
- 5.8 A copy of the agreed tutorial programme for each curriculum area will be retained by the team and Lead Tutor.
- 5.9 The tutorial programme will be monitored and evaluated through tutor team meetings within each Academy, co-ordinated by the Lead Tutor, the Heads of Tutoring and the Department of Quality & Development, via the Development & Support Team (DST).

Signed:

Date:

Designation: Chair of the Teaching & Learning Group, sub-group of the Academic Board.

Policy Ref/Version No: SC06/V5

This policy is to be reviewed by the Teaching & Learning Group and ratified by the Academic Board by October 2009.