



TUTORIAL SUPPORT

What Is Tutorial Support?

Our definition is:

That guidance and support, outside the normal teaching and learning activities of a programme, which helps a student to:

- make an informed choice of programme and complete it
- achieve the desired learning outcome(s)
- progress into further/higher education or work

What Is The College Policy On Tutorial Support?

To ensure that:

1. Throughout all programmes, every student has access to effective and appropriate tutorial support, including personal counselling and careers education and guidance.
2. The provision of tutorial support, personal counselling and careers education and guidance is planned, carried out and recorded in the appropriate manner.
3. Each student has a named personal tutor who is a lecturer on that student's learning programme and who will be available to help and support the student through his/her period of study.
4. Every member of staff with responsibilities for providing personal counselling or careers education and guidance has received appropriate training.

What Is The Learner's Entitlement?

- Every learner has an entitlement to tutorial support which includes:
 - a) guidance and support to become a more effective and autonomous learner
 - b) counselling to help deal with personal problems which interfere with learning
 - c) information, advice and guidance on career opportunities
- Every learner will have a named personal tutor who will be the first port of call when seeking support
- Every learner will be provided with information which describes the support available and how it can be accessed.

- Every learner on a programme of 450 or more guided learning hours will have timetabled tutorial sessions of at least one hour per week for the duration of the programme. Timetabled tutorial sessions may be provided for other students within the hours allocated to a learning programme.