

<b><u>Policy Title</u></b>	<b>Higher Education Tutorial Policy</b>
<b><u>Policy Category</u></b>	Compliant
<b><u>Owner</u></b>	NCG Director of Higher Education
<b><u>Group Executive Lead</u></b>	Executive Director Governance, Assurance and Risk
<b><u>Date Written</u></b>	July 2023
<b><u>Considered By</u></b>	Higher Education Learning Teaching and Assessment Committee
<b><u>Approved By</u></b>	NCG HE Academic Board
<b><u>Date Approved</u></b>	November 2023
<b><u>Equality Impact Assessment</u></b>	The implementation of this policy is not considered to have a negative impact on protected characteristics
<b><u>Freedom of Information</u></b>	This document will be publicly available through the Group’s Publication Scheme.
<b><u>Review Date</u></b>	November 2026
<b><u>Policy Summary</u></b>	The institution aims to provide a quality learning and teaching experience to support the achievement of HE qualifications. Tutorials are an essential component in this process. The purpose of the policy is to assist in the guidance and support of students to achieve their full potential through an effective tutorial support process.

<b><u>Applicability of Policy</u></b>	<b><u>Consultation Undertaken</u></b>	<b><u>Applicable To</u></b>
Newcastle	Yes	Yes
Newcastle Sixth Form	No	No
Carlisle	Yes	Yes
Kidderminster	Yes	Yes
Lewisham	No	No
Southwark	Yes	Yes
West Lancashire	Yes	No
Professional Services	Yes	No
HE Partnerships (*partner may have an equivalent policy)	No	Yes

<b><u>Changes to Earlier Versions</u></b>	
<b><u>Previous Approval Date</u></b> June 2020 (updated July 2023)	<b><u>Summarise Changes Made Here</u></b> <ul style="list-style-type: none"> <li>• Part of routine schedule of policy updating</li> <li>• Terminology has been updated to reflect current use.</li> <li>• Updated to include Partnerships associated with NCG</li> <li>• Updated to reflect move to maintaining electronic records.</li> </ul>

<b><u>Linked Documents</u></b>	
<b><u>Document Title</u></b>	<b><u>Relevance</u></b>
NCG Information Policy	GDPR compliance
NCG Complaints Policy	Recourse for unsuccessful applicants.
NCG Equality Diversity and Inclusion Policy	To demonstrate our support for inclusivity in the student experience.

**Equality Impact Assessment**

	<b>Judgement</b>
<b>EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in 2.0?</b>	Yes
<b>EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?</b>	
<b>Age</b>	No
<b>Disability / Difficulty</b>	No
<b>Gender Reassignment</b>	No
<b>Marriage and Civil Partnership</b>	No
<b>Race</b>	No
<b>Religion or Belief</b>	No
<b>Sex</b>	No
<b>Sexual Orientation</b>	No
<b>EIA3 - Does the proposed policy/processes contain any language/terms/references/phrasing that could cause offence to any specific groups of people or individuals?</b>	No
<b>EIA4 - Does the policy/process discriminate or victimise any groups or individuals?</b>	No
<b>EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?</b>	No
<b>EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?</b>	No
<b>EIA 6 - How do you know that the above is correct?</b>	Consultation has been carried out with relevant colleagues within NCG and with a higher education (HE) committee within our HE deliberative structure, which includes HE student representation.

### Scope and Purpose of Policy

This policy applies to all full-time and part-time students studying on Higher Education (HE) courses within NCG, the institution, as well as Partnerships associated with NCG.

The institution aims to provide a quality learning and teaching experience to support the achievement of HE qualifications. Tutorials are an essential component in this process. The purpose of the policy is to assist in the guidance and support of students to achieve their full potential through an effective tutorial support process.

### Policy Statement

The aim of this policy is to provide all HE students with tutorials to enable them to achieve individual learning goals and targets in order to create a progression route to employment or further studies. Students will have the opportunity to comment on the tutorial process by participating in various student voice activities such as College Student Surveys and Student Forums.

It is the policy of NCG that HE students as defined above are entitled to a programme of tutorials appropriate to the needs and demands of their chosen programme/award.

Tutorials are key events in the lifecycle of the student-year where tutors and students can form a supportive relationship which demonstrates to students that the teachers care about student welfare and engagement as well as keeping the student on track with their studies and longer term goals.

The colleges will implement its policy of HE tutorials through the following means:

1. All colleges delivering HE within the institution will resource and organise a programme of HE tutorials.
2. The entitlement to tutorials for HE students consists of the following elements:
  - a. A designated personal tutor
  - b. A minimum of three one-to-one meetings, with designated personal tutor, throughout the academic year
  - c. Various forms of communication may be used to conduct and record tutorials.

### Tutorial Quality Standards

- The designated personal tutor will agree the schedule and prepare and carry out an HE tutorial that contains the elements above.
- The tutor will maintain electronic records of all tutorials including discussion/action, date and confirmation of record (signature/electronic signature) between student and tutor.
- Reasonable adjustments to tutorial locations or tutorial recording methods will be made for students with disabilities.
- Students are entitled to access any information held in relation to their tutorial.
- Audits may be undertaken periodically.