



Higher Education Tutorial Policy

Date approved: May 2017
Approved by: HE Academic Board
Review date: March 2020
Responsible Manager: Director of Higher Education
Group Executive Lead: Group Director of Quality and Standards

Accessible to Students/Customers: Yes

1. Consultation

Consultation undertaken with:-

- Newcastle College: Yes
- West Lancashire College: Yes
- Kidderminster College: Yes
- Intraining: No
- Group Services: No
- Newcastle Sixth Form College: No
- Rathbone: No

2. Applicability of Policy to Organisation

This policy applies to:-

- Newcastle College: Yes
- West Lancashire College: Yes
- Kidderminster College: Yes
- Intraining: No
- Group Services: No
- Newcastle Sixth Form College: No
- Rathbone: No

3. 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.

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.

4. 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 activities such as College Student Surveys and HE Learner 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.

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

1. All schools and services 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.

5. 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 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 will be undertaken as part the HE Continuous Audit programme by HE Development Managers, with support from the Head of HE Quality & Standards.

6. Linked Policies

Group Evaluation of Teaching and Learning Policy

7. Linked Procedures

As stated within the policy.

8. Equal Opportunities Statement

An Equality Impact Assessment was completed on 26 January 2017

9. Location and Access to the Policy

The Higher Education Tutorial Policy is located as follows:

NCG Sharepoint

10. Person Responsible for the Policy

Director of Higher Education