

<u>Policy Title</u>	HE Tutorial Policy
<u>Policy Category</u>	Compliant
<u>Owner</u>	NCG Director of Higher Education
<u>Group Executive Lead</u>	Executive Director Governance, Assurance and Risk
<u>Date Written</u>	February 2020
<u>Considered By</u>	Higher Education Learning Teaching and Assessment Committee
<u>Approved By</u>	NCG HE Academic Board
<u>Date Approved</u>	June 2020
<u>Equality Impact Assessment</u>	The implementation of this policy is not considered to have a negative impact on protected characteristics
<u>Freedom of Information</u>	This document will be publically available through the Group’s Publication Scheme.
<u>Review Date</u>	June 2023
<u>Policy Summary</u>	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.

<u>Applicability of Policy</u>	<u>Consultation Undertaken</u>	<u>Applicable To</u>
Newcastle	Yes	Yes
Newcastle Sixth Form	No	No
Carlisle	Yes	Yes
Kidderminster	Yes	Yes
Lewisham	No	No
Southwark	Yes	Yes
West Lancashire	Yes	Yes
Group Services	Yes	No

<u>Changes to Earlier Versions</u>	
<u>Previous Approval Date</u> 20 January 2016	<u>Summarise Changes Made Here</u> <ul style="list-style-type: none"> • Part of routine schedule of policy updating • Not currently applicable to Lewisham College but have included as this may change in the future • Updates reflect additional colleges merging with NCG since last policy review • Terminology has been updated to reflect current use.

<u>Linked Documents</u>	
<u>Document Title</u>	<u>Relevance</u>
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.

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.

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.

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 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.

Person Responsible for the Policy

Director of Higher Education, NCG