SWC

POLICIES & PROCEDURES

Higher Education Tutorial Policy V4.0

Policy Owner: Head of Higher Education

Date Approved: 12 June 2024

Version: V 4.0

Equality Screening Date: 20 May 2024

Date of First Issue: 2 September 2018

Date of Next Review: June 2027

Location: Gateway

Contents

1. Introduction

1.1 This tutorial policy has been guided in its development by two key documents namely the College HE Strategy and Teaching and Learning Strategy:

(i) South West College's Higher Education Strategy strives for excellence in all aspects of College Support Services and Higher Education provision ensuring a positive experience for all students.

(ii) This policy has been aligned to and meets the requirement of the revised UK Quality Code under Expectations for standards and Quality that ensures Higher education providers inform students before and during their period of study of opportunities designed to enable their development and achievement.

2. Scope of the Policy

2.1 Each cohort of students registered on a higher education course with South West College (SWC) will receive a high-quality academic experience and support for their studies. The Higher Education (HE) tutorial policy incorporates a holistic approach to support throughout the entire student journey, from admission and transmission into higher education to completion and progression to the next stage.

2.2 An essential component of our holistic approach is the academic and pastoral tutorial support we provide to our students. Tutorial support may be academic support relating to the course the student is on, or pastoral care and support relating to some of the wider issues such as welfare, careers, and inclusion support.

2.3 The College will monitor and evaluate arrangements and resources which enable all students to develop their academic, personal, and professional potential. The scope of this policy includes all students and apprentices who are studying on 'prescribed' Higher Education courses at level 4 and above including those on degrees, foundation degrees and higher national programmes (Pearson) (HE programmes under 5 hours of teaching contact are excluded from this policy).

2.4 Where this policy refers to students, this includes all higher and degree apprentices.

3.   **Aims of the Policy**

3.1   This policy aims to:

a)   To define, co-ordinate, monitor and evaluate the roles and responsibilities for implementing the HE tutorial entitlement both internally and in cooperation with other organisations.

b)   To provide academic support to help students with course content, to identify and address knowledge or skills gaps and make decisions about future study choices.

c)   To provide support to enable students to make the best use of digital learning.

d)   To provide support in relation to avoiding academic misconduct that includes support for essay planning and accurate reference, plus advice about the consequences of academic misconduct and general course regulations.

e)   To provide careers support including the information, advice and guidance students need to identify their capabilities and for students to articulate these in a way that is likely to result in successful job applications.

f)   To ensure that students are informed before and during their period of study regarding opportunities designed to enable their development and achievement, including their tutorial entitlement and support from the student support teams.

g)   To ensure the timely and accurate implementation of the tutorial entitlement which comprises a College and course induction where students are welcomed to the College and helped to settle into their course; feedback on their progress, support in planning and setting targets; information and advice on what to do once the course is over; advice and support on personal/social issues and opportunities to take part in College life.

h)   To ensure all students have opportunities to develop skills that enable their academic, personal, and professional progression.

i)   To ensure staff who enable students to develop and achieve are appropriately qualified, competent, up to date and supported.

j)   To ensure each student is allocated an Academic Tutor.

k)   Higher Education students studying for a full Higher Education qualification will be allocated an academic tutor for each year of their course and have a minimum of one hour of one-to-one/group academic tutorials one week per year. Normally, students will have an academic tutorial during each semester, where the course is delivered via semesters or alternatively one in the autumn term and one in the spring/summer term.

l)   To ensure each student is allocated a Pastoral Tutor: Higher Education students studying for a full Higher Education qualification will be allocated a pastoral tutor who will provide the link between the student and the range of support services in the College, for example counselling, mental health support, bursaries, and financial support. Pastoral tutors will meet each student for a one-to-one introductory tutorial during the autumn term. Further meetings will be at the request of either party. All pastoral tutorial records are to be held electronically.

m)   To ensure higher and degree apprentices are allocated a Work-Based Learning Manager/Mentor: apprentices studying for a higher or degree apprenticeship will be allocated a Work-based learning manager/mentor who will provide links to the pastoral support within the College and be the link between the employer, the College, and the apprentice. Work-Based Learning Manager/Mentors undertake regular reviews, approximately every 10-12 weeks of the apprenticeship. The College HLA Manager is at hand to support HLA students as required.

n)   To ensure the effective management of student support services including appropriate training and resources to enable effective delivery.

o)   To actively seek the feedback and engagement of students and staff to ensure continuous improvement.

4.   <u>Roles and Responsibilities</u>

4.1   Organisation of Responsibilities:

a)   Overall responsibility for implementing the HE Tutorial Policy lies with the Head of Curriculum.

b)   At an operation level, responsibility lies with each Head of Department and Deputy Head of Department and the Head of Quality and Student Experience.

c)   All staff teaching on the courses within scope are responsible for complying with the policy.

5.   <u>Monitoring and Review</u>

5.1   The Head of Curriculum is responsible for monitoring the implementation and effectiveness of the policy.

5.2   The College will establish appropriate information and monitoring systems to assist the effective implementation of this Policy.

5.3   The College will ensure that adequate resources are made available to promote this Policy effectively and is committed to reviewing this Policy in consultation with the recognised trade unions, statutory organisations such as the Equality Commission for Northern Ireland and in line with models of good practice.

Signed Principal and Chief Executive: _____

Date: 12.06.24

Signed Chair of the Governing Body: _____

Date: 12/06/2024

Related Documentation

Title	Location	Owner
Equal Opportunities, Good Relations & Cultural Diversity Policy	Gateway	Head of People and Culture
Higher Education Assessment Policy	Gateway	Head of Higher Education

Change Log

Location	Change from deletion/addition	Change to
Cover page	Higher Education Achievement Report (HEAR) and Tutorial Policy	Higher Education Tutorial Policy
Entire document	New template	Change to standardised SWC format.
Entire document	Previous version required considerable review in accordance with Higher Education requirements.	The entire document has been reviewed and re-written.

Communication

Who needs to know (for action)	Senior Management Team Heads of Faculty Heads and Deputy Heads of School Course Coordinators Quality Manager The Quality Manager and Unit Students HLA Manager Higher Education Development Co-ordinator HE lecturers
Who needs to be aware	All HE staff and Students

Communication Plan

Action	By Whom	By When
Upload to Gateway	Joanne Lucas	On approval
Circulation to all staff	Joanne Lucas	On approval

Document Development

Details of staff who were involved in the development of this policy:

Name	Role
L Curran	Head of Higher Education
J Kelly	Higher Education Development Coordinator

Details of staff, external groups or external organisations who were consulted in the development of this policy:

Name	Organisation	Date
N/A		

Approval Dates

Approved by	Date

Document History

Issue no. under review	Date of review:	Persons involved in review	Changes made after review? Yes/No If Yes refer to change log	New Issue No.	If changes made was consultation required?	If changes made was Equality Screening required?
02	01/11/2021	Liam Curran	Yes	V3.0	No	No
V3.0	20/05/2024	Liam Curran / Julie Kelly	Yes	V4.0	No	Yes