

P233 Provision of Tutorial Support

Issue	Date of Issue	Date of Next Review	Responsibility of	Date approved by CAFRE Education Management Team
1	May 2023	July 2024	Learner Services Branch	May 2023

	CAFRE Quality Manual Index	CAFRE Website (Tick as appropriate)
Document available	√	√

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Version History

Version	Description of Changes	Date
	Uploaded to CAFRE Policy template	May 2023

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1. Introduction

CAFRE is committed to ensuring that learners are supported throughout their programme of study. An effective tutorial process is thus essential in supporting the individual learner's progression and achievement, developing their personal and professional skills sets to include taking responsibility for their own learning, and in encouraging positive engagement with their studies and CAFRE.

This policy also meets the requirements for the UK Quality Code under Expectations for Standards and Quality.

2. Scope

This policy applies to all CAFRE Further and Higher Education Programmes including Postgraduate programmes.

3. Purpose

The purpose of this policy is to ensure that all CAFRE learners are provided with an effective tutorial process to allow them to explore their aspirations, plan their individual learning experience, reflect on their progress, identify any barriers to learning and explore potential areas for support to enable their development and achievement.

4. Role of CAFRE staff

Programme Managers/Course Directors will allocate a Year Manager to each learner on a CAFRE programme.

The role of the Year Manager in the tutorial process is to provide their allocated learners with a regular constructive review of their academic progress and personal development. Year Managers/Year Group tutors will:

- Meet with all new first year learners at the start of the academic year for the initial tutorial meeting. The outcomes of this meeting will be recorded and agreed by both parties.
- Subsequently meet with all their learners regularly on an individual basis, and at least once every semester. As part of this meeting they will:
 - (i) monitor the learner's attendance, punctuality and progress;
 - (ii) review progress on set targets from the previous meeting;
 - (iii) set, in conjunction with the individual learner, associated targets which are linked to the respective professional standards;
 - (iv) discuss non-academic issues which might affect academic progress;
 - (v) provide advice and assistance on progression to further study/employment.

- Actions agreed following these tutorial meetings will be recorded on CAFRE's Tutorial Record Form and signed by both parties. Completed forms will be placed in the Records Management system.
- Any issues identified will be discussed by the Year Manager with the Programme Manager/Course Director and actions undertaken and feedback will be provided to the learner.

5. Role of CAFRE learner

The tutorial system is a two-way process between the learner and the Year Manager/Year Group Tutor and thus the learner should:-

- Prepare for and actively participate in their tutorials to make the most of the opportunities provided to secure academic advice and feedback.
- Respond to academic support and guidance in a positive and respectful manner and clarify any areas raised during the tutorial that they are not sure about.
- Inform the Year Manager of any matters that may affect academic performance so that appropriate support can be instigated if applicable.
- Reflect on the feedback provided at the tutorial and aim to meet the agreed targets and associated timescales.