

# Tutorial and Enrichment Policy

## **Introduction**

West Herts College Group (WHCG) is fully committed to ensuring that students are supported to succeed to the best of their abilities - the extra-curricular tutorial process is a vital part of a students' learning and development

The College's tutorial process aims to ensure that every student has the opportunity to set targets, monitor progress, fulfil their potential and have their achievements accredited. In addition, through College-led, employer-led, and specialist practitioner-led tutorials, students will be supported to develop the wider skills they need to enjoy healthy lives, be good citizens, and to be successful in life and work.

## **Scope**

This Policy aims to enhance the experience of all students on further education programmes.

## **Intent**

- To ensure that all students receive an appropriate introduction to the College and to their programme of study, and the support they need to progress to further and higher study and/or employment
- To ensure that the tutorial process supports individual learning, and contributes effectively to student retention, progress and achievement
- To promote the wellbeing and personal development of students, including those who are vulnerable or at risk
- To ensure consistency across College in the delivery of the tutorial programme, and to make tutors aware of what is expected of them
- To ensure the tutorial programme supports the OFSTED key judgements of Personal Development and Behaviour & Attitudes.

## **The Tutorial Process**

The tutoring process will seek to contribute to ensuring that students:

- Become independent learners
- Gain confidence
- Develop employment readiness
- Become community minded
- Develop effective communication skills
- Create high aspirations for their future
- Stay safe, happy & healthy

The College will ensure that students are aware of their entitlement to tutorial provision through College and course information, introduction processes, this Policy, via digital platforms, and other means as necessary.

The College will provide each full-time student with regular review and action planning sessions. These will be recorded by the Tutor using Promonitor and will include support for students in identifying and achieving targets which aim to help them to make timely progress and attainment.

All tutoring and tutorial activity will be seen as an opportunity to promote student voice, and raise awareness of equality and diversity and fundamental British values.

## **Implementation**

The College will provide each full-time student with a Personal Tutor - a member of teaching staff drawn from the curriculum area who is allocated Tutorial responsibility for a named group of students.

The College will provide each student with timetabled tutorial sessions, online or face to face, each week during term time. This will be used for either group or individual tutorials. All full-time students have the right to individual tutorials - which provide an opportunity to review individual progress. Informal access to the Tutor and other relevant College personnel will also be available.

All part-time students will have a Course Tutor who provides week-to-week support, information and advice. Part time students also have access to information, advice, guidance via their teachers and other support services offered by the College.

A tutorial programme will be offered throughout the academic year to students, providing information and guidance on topics related to personal and behavioural development. Although planned in advance, the tutorial programme seeks to be responsive both to the age groups concerned, and to issues of concern as they arise throughout the year, and may therefore vary from the programme set out at the start of the year.

Elements of the tutorial programme will be offered to combined groups of students, delivered in many cases by specialist practitioners with particular expertise and knowledge.

Tutors will be provided with training and support in effective tutorial delivery, and be able to refer students who require specialist support to services such as Wellbeing, Student Support, Safeguarding etc. Personal Tutors are not expected to deliver all elements of the tutorial programme, but are expected to contribute directly in areas where they have knowledge and expertise.

Tutorial provision will be subject to standard Quality Assurance procedures, which may include observations, learning walks, student satisfaction questionnaires.

Tutors (and other staff operating in a tutoring capacity, such as Work-based Assessors) are responsible for delivery of an effective tutorial programme for the groups for which they have responsibility (full-time, part-time & apprentices), for establishing targets with students, and for monitoring students' progress and results via Pro monitor

### **Impact**

The impact of the College's tutorial programme will be evaluated as part of the College's Annual Self-Assessment process, using Ofsted's evaluative criteria included within the Education Inspection Handbook. Other evaluative measures will include, feedback from employers about student performance and behaviour while participating in on-the-job training, the proportion of student that gain actual destinations compared to intended, and feedback from employers and key community leaders.

<b>Date of Issue</b>	<b>Authorised by</b>
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