Bradford College

HE Personal Tutor Procedures

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Equality Impact Assessment	
Student Friendly Version	Yes

Revision history

Version	Type (e.g. replacement, revision etc.)	Date	History (reason for changes)

Monitoring and review

These procedures will be reviewed every 3 years in line with the HE Personal Tutor Policy.

Purpose of the procedures

Bradford College is committed to providing students with effective and appropriate support during their studies; this includes providing the support of a personal tutor.

Provision of effective personal and pastoral support can make an important contribution to the overall experience of individual students. High quality support in addition to normal academic contact through on-line and face-to-face lectures, seminars and other learning and teaching activities can improve retention, particularly in the early stages of study.

These procedures outline the College's approach and responsibilities to personal tutoring for Higher Education students. They identify the responsibilities of departments in the provision of personal tutoring and of personal tutors towards their students. They also outline the responsibilities of students in working with their personal tutors.

Responsibilities of the Personal Tutor

Core responsibilities of a personal tutor are to:

1. Invite new students assigned to them to meet (either individually or as a group) in the first term and invite all their students to meet 4 to 6 times annually (no less than 4).

2. Provide a personal contact for the student during the academic year.

3. Provide advice, support and general guidance on academic, pastoral / wellbeing issues.

4. Personal tutors should keep records of instances of tutorial contact on the agreed College database.

5. Students who face additional challenges which will put their academic development at risk, will be referred to the Student Experience team and be supported through 'Enhanced Personal Tutor' provision.

6. Enhanced Personal Tutor support will take place through a three-way relationship between the student, their personal tutor, and their student support link officer. The student will be offered a range of support through the College student support offer, until a time the student feels they do not need the support. At this point the student support staff will withdraw.

7. Support students in their understanding of agreed College Regulations, Policies and Frameworks.

8. Facilitate liaison between the student and other student support services within the College.

9. Help students to progress through their academic journey, including signposting to available study skills resources and training.

10. Provide students with the opportunity to review and reflect upon their progress.

11. Offer guidance in making choices over modules, options, postgraduate/ further study and career opportunities.

12. Where appropriate, providing an academic reference for the student.

13. Tracking and analysing student progress on student tracker platform with Programme lead.

Responsibilities of the Student

Core responsibilities of the student are:

1. Maintaining contact with their personal tutor.

2. Ensuring that contact details on their student profiles are maintained with current information, and College emails are checked regularly for communications from personal tutors.

3. Seeking help and advice about the content of modules from the module academic lead, and approaching their personal tutor about pastoral, personal or more generic issues.

4. Being an active participant in student and personal tutor discussions.

5. Notifying their personal tutor promptly if they are having any problems, such as academic, health or personal, that are affecting their academic performance.

6. Informing the programme leader if they do not get a response from their personal tutors in a timely manner.

7. Tracking their own progress on student tracker platform.

Departmental / School Responsibilities

Core responsibilities of the Department and/or School are:

1. Sharing the details of personal tutors allocated to students, and ensuring that this information is provided on Moodle under the tab 'study support'.

2. Ensuring that support provision and the personal tutor role are made available and students clearly directed to the Personal Tutor Policy.

3. Explaining to students how they can find out who their personal tutor is and how to contact them along with information about the role of personal tutors (this will be shared during student induction).

4. Where appropriate, consider requests for reallocation of a named personal tutor for cases where student and personal tutor do not work well together.

5. Putting in place procedures to ensure that students are assigned a new tutor where personal tutors are unavailable for an extended period due to illness, leave etc.

6. Support for personal tutoring should be given via appropriate departmental or school channels.

7. Tracking and analysing student progress on student tracker platform to determine trends, positive interventions, alignment to College QuIP, and departmental Performance Reviews.

Student Support Team

Core responsibilities of the department are:

1. Liaising with personal tutors who refer students to student support and who require Enhanced Personal Tutoring.

2. Working with the personal tutor and the student to develop an Enhanced Personal Tutorial plan to support the student through their difficult time drawing upon internal and external support mechanisms.

3. Working with the personal tutor and the student to implement and evaluate interventions.

4. Tracking student progress on student tracker platform and participation in analysis of impact of interventions.

Related documents

HE Personal Tutor Policy