



Student Personal Development Procedures

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Student Friendly Version	

Revision history

Version	Type (eg replacement, revision etc)	Date	History (reason for changes)

Monitoring and review

This policy will be reviewed by the Senior Leadership Team every 3 years.

Personal Development Policy

The purpose of the policy

This policy describes the College ethos and expectations in relation to Personal Development for students who are undertaking studies with the College. It is recognised that Tutorial and Enrichment activities help students to develop skills, attitudes and behaviours fundamental for effective personal and professional development.

Personal Development Procedures

The procedures outline the College approach to the delivery of tutorial and enrichment provision. It provides guidance on content and delivery that will support students to develop into the rounded individual that employers and Higher Education institutions expect.

The Vice Principal, Quality and Student Experience is responsible for ensuring:

- The Personal Development Policy is implemented.

The Assistant Principal, Student Services is responsible for ensuring:

- The Personal Development Policy is operationalised through adherence to the procedures.
- The Policy and Procedure implemented caters for those in vulnerable groups, including those with an Education Health and Care Plan.

The Head of Department for Student Services is responsible for ensuring:

- Appropriate staffing and resources are identified through Business Planning to provide an outstanding student experience.
- All students will have access to a diverse programme of Tutorial and Enrichment activities. The offer will be introduced to students at induction and throughout the tutorial process.
- An engagement plan is created and agreed in discussion with the Heads of Department prior to the completion of Business Planning.
- There are Service Level Agreements (SLAs) in place with each curriculum area to ensure a consistent standard of student experience and satisfaction with tutorial provision.
- Negotiate an agreed level of support, with delivery of parts of the Tutorial Scheme of work, to students.
- Training and support are provided for staff through continuous professional development opportunities to support staff to keep abreast of new developments and curriculum changes.
- That students have opportunities to evaluate and feedback on the Tutorial and Enrichment programmes through the student voice process.
- Services are advertised, promoted and delivered across all college campuses.
- The student handbook is updated in collaboration with the Curriculum Heads of Departments prior to the induction period and available on Moodle.
- The group tutorial and enrichment programme will address the following, but not exclusively:
 - Safeguarding - Mandatory
 - Equality, Diversity and Inclusion – Mandatory
 - Introduction to “Ready Respect Safe” - Mandatory
 - Introduction to Health and Wellbeing - Mandatory
 - Prevent, United Values and Behaviours - Mandatory
 - Health and wellbeing, including active lifestyles, mental, physical and sexual health and healthy relationships.
 - Promotion of the active student, student involvement and the student voice.

- Professional Behaviours, careers advice and guidance, and help with progression planning.
- Characteristics and personal traits for success including the development of exceptional behaviours, positive attitudes, integrity, resilience and self-confidence.
- Provide opportunities to develop students' life skills in the practice of healthy and safe lifestyles, ensuring that students enjoy and achieve, make a positive contribution and achieve economic well-being.
- Develop and encourage students' personal, cultural, social, vocational and physical skills.
- Provide opportunities to develop students' skills in the use of initiative, teamwork, problem solving and competence in IT, to meet employers' expectations and requirements.
- Encourage all students to meet the demand for people who are flexible, responsive and resourceful.
- Strengthen citizenship and social harmony.

The Curriculum Head of Department is responsible for ensuring:

- Appropriate staffing and resources are identified through Business Planning to provide an outstanding student experience.
- An engagement plan is created and agreed in discussion with the Head of Student Services prior to the completion of Business Planning.
- There are Service Level Agreements (SLAs) in place agreed with the Head of Student Services to ensure a consistent standard of student experience and satisfaction with the tutorial provision
- The student handbook is updated in collaboration with the Head of Department of Student Services prior to the induction period and available on Moodle.
- Tutorial sessions are indicated on the student timetable. These sessions will include both group and individual tutorials and progress reviews. Minimum expectation of 54 hours for full time students on level 1 and 2 programmes of study and 36 hours for Level 3 programmes of study.
- Agree with the Head of Student Services the number of hours and content of group tutorial to be delivered by Student Services staff; in advance of the commencement of the academic year
- All students have an Individual Learning Plan (ILP) or Career Development Plan (CDP) if completing an apprenticeship.
- Assessment dates and results, progress checks, academic and personal targets are reviewed and updated on the Individual Learning Plan (ILP) or Career Development Plan (CDP).
- All 14 – 19-year-old students and 19+ full-time students have regular tutorial support integral to their timetabled programme.
- Students have opportunities to undertake a range of activities such as employment taster sessions, enterprise projects and employability activities to raise aspirations and to prepare students for the future world of work.
- All apprentices are supported in the workplace through regular review visits to support progression and completion.
- Each student/apprentice will be allocated a personal tutor/assessor during the induction period.
- Each full-time student will receive a comprehensive induction to college. This will include clarification of the full components of their study programme.
- Each apprentice will receive a comprehensive induction to their apprenticeship programme.
- Each full-time student will be able to access an outline of their tutorial scheme of work.
- The tutorial scheme of work will present the tutorial programme for the year, and it will be contextualised for each group of students.
- The Scheme of Work will actively promote diversity, challenges stereotypes and tailor events and activities to individual student needs and circumstances.
- Students will be given an opportunity to inform the tutorial scheme of work.

- Reviews in the workplace are planned with the apprentice at the start of their apprenticeship. A review will be completed within two weeks of starting on an apprenticeship for 16 - 18 apprentices, with a second review completed within the first six weeks for all apprentices. Subsequent reviews will follow on a 12-week cycle for the duration of the apprenticeship.
- Curriculum teams book their students into UCAS support sessions in line with the engagement plans developed in agreement with the Head of Student Services.

Linked policies

Adverse Weather Policy

Teaching, Learning and Assessment policy