

TITLE	VERSION
VLUK FE Tutorial Policy 2024-2026	4

APPROVAL BODY	DATE	REVIEW DATE
Board of Governors	Aug 2024	Aug 2025

LEAD PERSON
Head of Learner Experience (HoLE)

## POLICY STATEMENT

VLUK is committed to providing a quality learning experience for all learners by promoting high levels of aspiration to achieve intended career goals through the promotion of core values:

- Collaboration
- Well-being
- Integrity
- Excellence
- Inclusivity

## BACKGROUND

VLUK is a National Independent Training Provider, delivering education in the 16-19 FE sector. It is part of The Oxford Virtual Education Group. VLUK is led by a Chief Executive Officer, accountable to a Board of Governors and Group Chief Executive Officer and supported by an Executive team and a Senior Leadership Team (SLT). Accountable to the SLT is a layer of middle management located throughout the country. The Middle Leadership team is responsible for tutors and enrichment staff.

## PURPOSE

The policy delivers on the statutory guidance published in the DfE Further Education and Skills Handbook and ensures all aspects of learners personal development are met.

## SCOPE

This policy applies to all tutors in the delivery of tutorials for further education learners. It provides VLUK with guidelines and delegated responsibilities to ensure the organisation is meeting the requirement set for funding

## DEFINITIONS

For the purposes of this policy a tutorial is a session offered throughout the academic year to learners, providing information and guidance on topics related to personal and behavioural development. T1-2-1, refers to the personal time learners spend with their tutors. TSA, refers to tutor suggested activities.

## RESPONSIBILITIES

<b>Board of Governors</b>	The Governing Board or a delegated committee reviews and challenges the effectiveness of the internal controls and the management of risk detailed in this policy.
<b>Chief Executive Officer</b>	The CEO has overall responsibility and oversight of this policy, ensuring resources are used effectively and appropriately.

<b>Executive &amp; Senior Leadership Teams</b>	The SLT team is responsible for the delivery of the tutorial programme in the absence of the HoLE.
<b>Lead Person</b>	<p>The Head of Learner Experience (HoLE):</p> <ul style="list-style-type: none"> <li>● Leads, coordinates and supports the work of tutorial provision and ensures dissemination amongst campus effectively.</li> <li>● Liaises with staff across VLUK to ensure the smooth running of tutorial delivery.</li> <li>● Works with the HoCs to ensure tutors are confident and supported in the requirements of their role.</li> <li>● Collates and analyses statistical data as required and produces reports on a regular basis to ensure completion and measuring impact.</li> <li>● Liaises with the DSLs to ensure latest safeguarding information is disseminated.</li> <li>● Establishes and chairs relevant learner council meetings to ascertain learner voice leading to improvements.</li> <li>● Organises and delivers a programme of training and development for tutors throughout the year.</li> <li>● Provides overview summary documents for Ofsted, governors and other stakeholders.</li> <li>● Works with the Senior Quality Leads (SQLs) to ensure that CPD for tutorial delivery is provided/scheduled and to develop a TLO process for Tutorial.</li> <li>● Produces an annual timetable of events/topics.</li> </ul>
<b>Heads of Campus</b>	<p>Heads of Campus</p> <ul style="list-style-type: none"> <li>● Monitor campus completion of the tutorial programme including Learning Walks of the activity.</li> <li>● Intervene where campuses are not undertaking the tutorial programme as defined above and make HoC aware via the SQL's to put support in place.</li> <li>● Log and collate where campus undertake activities different from those prescribed and / or are set by the campus on the local issues week.</li> <li>● Ensure that ILPs are completed (to a satisfactory standard) on a termly basis.</li> </ul>
<b>Tutors</b>	<p>Tutors</p> <ul style="list-style-type: none"> <li>● Deliver and record achievement in all aspects of the tutorial plan.</li> <li>● Ensure that a total of one hour per week is allocated to tutorials - encompassing T1-2-1 and TSA.</li> <li>● Provide all learners with opportunities to follow the lesson for that week.</li> </ul>
<b>All other Employees and Volunteers</b>	<p>All other Employees and Volunteers</p> <ul style="list-style-type: none"> <li>● Understand and uphold the principles of this policy.</li> </ul>

## **POLICY - OBJECTIVES**

- This policy **consolidates and supports** all the components of the learners programme through a mix of:
  - Dedicated tutorial sessions.
  - Support and encouragement.
  - Debate, discovery and challenging thought provoking activity.
  - The use of an Individual Learning Plan (ILP).
    - Setting targets.
    - Monitoring and evaluation of their progress to those targets.
    - The Next Steps.
- This policy provides for **progression based activities** to prepare learners for their next steps and life beyond VLUK, which includes:

- Career awareness through the online careers platform (Xello).
- Career opportunities (e.g. Employer Engagement).
- CV writing.
- Opportunities to review their ILP.

(See VLUK Careers Development Programme)

- This policy ensures learners are equipped with **personal development skills**, which include
  - An extended curriculum.
  - citizenship development.
  - British Values, Equality And Diversity awareness.
  - Self Reflection.
- This policy enables learners to access a **range of pastoral services** to support achievement through:
  - Information.
  - Debate.
  - Research.
  - Referrals.
  - Access to a wrap-around care service for all our learners.

## **POLICY - IMPLEMENTATION**

To implement this policy, VLUK

- Allocates a one hour or 2 x 30 minutes timetabled slot/s per week for dedicated tutorial delivery
- Produces an annual overview of all TSA activities through the **Tutorial Plan**.
- Prepares the resources for the forthcoming week (TSA) approximately one week prior to delivery ensuring that the topics are up to date and relevant.
- Allows all VLUK campuses the flexibility to schedule tutorials (both T121 and TSA) to maximise attendance opportunities without lengthy breaks between scheduled lessons.
- Assesses the impact of the tutorial programme in line with our core values and mission statement.
- Conducts learning walks to ensure the learning experience meets the quality standards in accordance with the [Education Inspection Framework](#) (EIF).

The Head of Learner Experience meets regularly with the Senior Quality Leads, Safeguarding Leads (DSLs) and relevant Head of Campuses (HoCs) to:

- Discuss personal and academic tutorial content.
- Share good practice.
- Discuss relevant support issues.
- Review initiatives and standards.
- Check adherence to policy.
- Discuss local/national legislation issues and decide on the best course of implementation.

## **Bulletins and Updates of Tutorial Activities**

The HoLE issues all teaching staff with a weekly tutorial bulletin that includes:

- Review of previous week's TSA activity.
- Overview of the current week's TSA activity.
- Signpost to future sessions.

## **Tutorial Focus**

VLUK has high expectations of its learners and is committed to their success. Tutorial support has an essential function that:

- Raises confidence and aspirations.
- Establishes appropriate learning goals and personal development plans.
- Supports learning by monitoring progress.

- Recognises achievement.
- Develops employability skills and attributes in accordance with the VLUK Careers Development Programme.
- Develops independence and self-reliance.

## COMPLAINTS

Complaints about Tutorial Policy at VLUK should be made to the Head of Learner Experience in the first instance - [ben.broyd@vluk.org](mailto:ben.broyd@vluk.org). Following this, and if required, please refer to the VLUK comments & complaints policy.

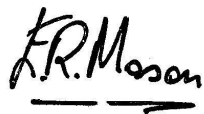
## REFERENCES

Information Advice and Guidance Policy  
Comments & Complaints Policy

## SIGNATORIES



Chief Executive Officer  
1st August 2024



Chair of Governors  
1st August 2024