Virtual Learning uk

TITLE	VERSION
Tutorial Policy	6

APPROVAL BODY	DATE	REVIEW DATE
Board of Governors	Aug 2026	Aug 2027

LEAD PERSON	Learner Experience Co-ordinator

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

This policy ensures that VLUK meets statutory expectations set out in the DfE 16 to 19 Study Programmes Guidance, Ofsted Education Further Education and Skills Inspection Tookit, Keeping Children Safe in Education (KCSIE), and the Gatsby Benchmarks for Good Careers Guidance. It establishes a standardised tutorial delivery framework that promotes personal development, behavior and welfare, academic tracking, and progression planning.

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

- **Tutorial:** Timetabled, structured sessions provided throughout the academic year to develop learners' personal, social, employability, and citizenship skills.
- **T1-2-1 (Personal Tutorial):** One-to-one progress reviews between a tutor and learner to review academic performance, welfare, targets, and Individual Learning Plans (ILPs).
- **TSA (Tutor Suggested Activities / Group Tutorials):** Curriculum-led group activities covering personal development, statutory awareness topics, and progression.
- **ILP (Individual Learning Plan):** The central electronic record tracking a learner’s target grades, attendance, pastoral needs, progression goals, and 1-to-1 review outcomes.

RESPONSIBILITIES

Board of Governors	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.
Chief Executive Officer	The CEO has overall responsibility and oversight of this policy, ensuring resources are used effectively and appropriately.
Executive & Senior Leadership Teams	The SLT team is responsible for the delivery of the tutorial programme in the absence of the HoLE.
Lead Person	Learner Experience Co-ordinator (LEC): ● Leads, coordinates and supports the work of tutorial provision and ensures dissemination amongst campus effectively. ● Liaises with staff across VLUK to ensure the smooth running of tutorial delivery. ● Works with the HoCs to ensure tutors are confident and supported in the requirements of their role. ● Collates and analyses statistical data as required and produces reports on a regular basis to ensure completion and measuring impact. ● Liaises with the DSLs to ensure latest safeguarding information is disseminated. ● Establishes and chairs relevant learner council meetings to ascertain learner voice leading to improvements. ● Organises and delivers a programme of training and development for tutors throughout the year. ● Provides overview summary documents for Ofsted, governors and other stakeholders. ● 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. ● Produces an annual timetable of events/topics.
Heads of Campus	Heads of Campus ● Monitor campus completion of the tutorial programme including Learning Walks of the activity. ● 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. ● Log and collate where campuses undertake activities different from those prescribed and / or are set by the campus on the local issues week. ● Ensure that ILPs are completed (to a satisfactory standard) on a termly basis.
Tutors	Tutors ● Deliver and record achievement in all aspects of the tutorial plan. ● Ensure that a total of one hour per week is allocated to tutorials ● Provide all learners with opportunities to follow the lesson for that week.
All other Employees and Volunteers	All other Employees and Volunteers ● Understand and uphold the principles of this policy.

POLICY - CURRICULUM AND PERSONAL DEVELOPMENT

The tutorial curriculum is structured across three core pillars:

Personal & Social Development (Statutory & Citizenship)

Tutorials deliver structured, age-appropriate content covering:

- Fundamental British Values: Democracy, individual liberty, the rule of law, and mutual respect and tolerance.

- Safeguarding & Prevent: Recognising radicalisation, county lines, online safety, cyberbullying, and digital reputation.
- Health & Well-being: Mental health awareness, stress management, substance misuse, and Relationships, Sex and Health Education (RSHE) including sexual consent and harm prevention.
- Equality, Diversity & Inclusion: Challenging discrimination, promoting inclusivity, and understanding protected characteristics.

Academic Tracking & Target Setting (T1-2-1 / ILP)
Personal 1-to-1 tutorials focus on:

- Reviewing attendance, punctuality, and academic submission tracking.
- Setting SMART targets on the learner's ILP to address academic underperformance or stretch high achievers.
- Evaluating progress towards primary qualification goals and functional skills/English & maths.

Employability & Progression (Gatsby Benchmarks)
Preparing learners for life beyond VLUK through:

- Career exploration and labour market research utilising the Xello platform.
- Employer engagement, work-related learning, and CV building.
- UCAS applications, apprenticeship preparation, and interview practice.

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.
    - Prevent 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 (TSA) and one hour for T 1-2-1 (ILP) 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 Further Education and Skills Inspection Toolkit.

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 LEC 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.

POLICY - QUALITY ASSURANCE AND IMPACT MEASUREMENT

The quality and impact of the tutorial programme are monitored through:

- Termly ILP Audits: SQLs and HoCs conduct randomized sampling of ILPs to ensure target setting is meaningful and up to date.
- Tutorial Learning Walks & Observations: Conducted termly in accordance with the Education Inspection Framework (EIF) standards to evaluate learner engagement and discussion depth.
- Learner Voice Evaluation: Learner surveys and Learner Council feedback gathered termly to assess topic relevance and personal impact.

COMPLAINTS

Complaints about Tutorial Policy at VLUK should be made to the Director of FE in the first instance to dominic.anderson@vluk.org. Following this, and if required, please refer to the VLUK comments & complaints policy.

REFERENCES

Information Advice and Guidance Policy
Comments & Complaints Policy
Information, Advice and Guidance (IAG) & Careers Policy
Safeguarding and Child Protection Policy

Prevent Strategy Policy
Equality, Diversity and Inclusion Policy
Comments & Complaints Policy
DfE 16 to 19 Study Programmes Guidance
Ofsted Education Inspection Tool Kit

SIGNATORIES



Chief Executive Officer
1st August 2026



Chair of Governors
1st August 2026