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By	NOu
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Dissemination	Staff Training, Shared folders on Gdrive

VLUK FE Tutorial Policy 2022-2023

1. Principles

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 our core values:

- Professionalism
- Leadership
- Innovation
- Motivation

2. General Aims

- To **consolidate and support** 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 their Career Learning Plan (CLP)
 - Setting targets
 - Monitoring and evaluation of their progress to those targets
- To provide **progression based activities** preparing for their next steps and life beyond VLUK including
 - Career awareness
 - Career opportunities (e.g. careers fair)
 - CV writing
 - Opportunities to review their CLP
- Equip learners with **personal development skills** by
 - extending the realms of the curriculum
 - making them both employable and good citizens
 - promotion of British Values, Equality issues and Diversity.
 - Provide a safe space for learners to discuss all aspects of their progress
 - providing ongoing feedback and removing barriers to learning.
- Enable 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

3. Implementation

To implement this policy, we will:

- Allocate a one hour or 2 x 30 minutes timetabled slot/s per week for dedicated tutorial delivery which includes the opportunity for:
 - **T1-2-1** (Tutorial 1-2-1) Entitle all full-time learners to have regular 1:1 meetings termly with their tutor on a rolling carousel (i.e. not all learners will do this each week)
 - These are to be scheduled by the tutor
 - More regular meetings take place with 'at risk' learners.
 - **TSA** (Tutorial Suggested Activity) - to be used for individual and/or group tutorial sessions as suggested / determined by themes / topics set by the Head of Learner Experience (HoLE).
 - Note that VLUK campuses are free to use the suggested themes or occasionally, their own activity for that week if deemed appropriate and approved by HoLE - but a total of one hour tutorial activity time will be undertaken
- Produce an annual overview of all TSA activities through the **Tutorial Plan**
- Prepare the resources for the forthcoming week (TSA) approximately one week prior to delivery ensuring that the topics are up to date and relevant
- Allow all VLUK campuses the flexibility to schedule tutorials (both T121 and TSA) to maximise attendance opportunities without lengthy breaks between scheduled lessons.
- To assess the impact of the tutorial programme in line with our core values and mission statement
- Conduct learning walks to ensure the learning experience meets the quality standards in accordance with the [Education Inspection Framework](#) (EIF).

The Head of Learner Experience will meet regularly with the Director of Operations (DoOps), 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.

4. Bulletins & updates of Tutorial Activity

The HoLE will issue all teaching staff a tutorial bulletin that will include:

Review of previous weeks TSA activity including

- Link to evaluation of learner data capture (where applicable)
- Summary of completion of activity
 - By campus
 - By year
- Key headlines
- Key messages

Overview of the Current weeks TSA activity including

- Links to the sessions

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- Key messages
- Live messages

Signpost to future sessions

- The plans for the next two weeks to enable progression and to pick up any relevant current affairs / topics (e.g. In April 2022 we did a session on Finland & NATO. In May 2022 we did a session on 'Football's Coming Out', regarding the professional footballer, Jake Daniels, has come out publically as a gay man)

5. Roles and responsibilities

Head of Learner Experience (HoLE)

- Leading, coordinating and supporting the work of tutorial provision and ensure dissemination amongst campus effectively
- Liaising with staff across VLUK to ensure the smooth running of tutorial delivery
- Working with the HoCs to ensure tutors are confident and supported in the requirements of their role
- Collating and analysing statistical data as required and producing reports on a regular basis to ensure completion and measuring impact
- Liaising with the DSLs to ensure latest safeguarding information is disseminated
- Establishing and chairing relevant learner council meetings to ascertain learner voice leading to improvements
- Organising and delivering a programme of training and development sessions for tutors throughout the year
- Ofsted update - provide overview summary documents for ofsted, governors and other stakeholders
- To work with the Head of Teaching and Learning to ensure that CPD for tutorial delivery is provided / scheduled and to develop a TLO process for Tutorial
- To produce an annual timetable of events/topics including
 - A term by term plan
 - Key charity / tutorial events / deadlines - e.g. Red Nose Day / National Careers Week
 - No less than once a term an opportunity for each campus to :
 - Undertake 1-2-1s
 - Do a "local issues" themed lesson
 - Review the CLP
 - Setting target for the next term
 - Reviewing the previous term
 - That identifies key academic / progression dates for
 - Year 1 learners
 - Year 2 learners - specifically UCAS deadlines

Tutors

- Ensure that a total of one hour per week is allocated to tutorials - encompassing T1-2-1 and TSA
- Provide all learners with opportunities to follow the lesson for that week

Head of Campus

- To monitor their campus completion of the tutorial programme including Learning Walks of the activity

- To intervene where campuses are not undertaking the tutorial programme as defined above and make HoC aware via DoQ to put support in place
- To log and collate where campuses undertake activities different from those prescribed and / or are set by the campus on the local issues week
- To ensure that CLPS are completed (to a satisfactory standard) on a termly basis

6. Tutorial Focus

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

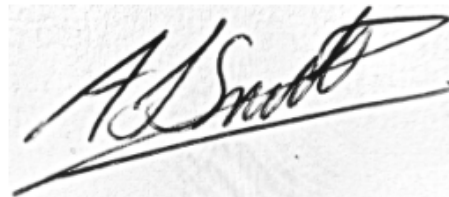
- Raise confidence and aspirations
- Establish appropriate learning goals and personal development plan
- Support learning by monitoring progress
- Recognise achievement
- Develop employability skills and attributes
- Develop independence and self-reliance

The scheduled tutorial provision will consist of a range of activities consisting of:

- Reflecting on progress since the previous tutorial
- Completing Enrichment logs and reflections
- Developing employability skills (preparation for work experience, research local employers and their skills needs relating to career aspiration, investigate and consider volunteering projects, Job search and completion of applications forms)
- Supporting sessions focussing on aspirational grades (stretch and challenge)
- Opportunities for learner-led activities (to be agreed with tutor)
- Completion of surveys, HE applications and related activities
- Preparation for exam/assessments and practice for English and maths
- Opportunities for learners to complete outstanding work (as a last resort)
- Participating in current affairs articles/news stories to improve their understanding of wider societal issues
- Planning for further study and progression
- Identification of personal development activities for community and charity events



CEO



Chair of Governors