

Tutorial Policy (now known as B#EPIC Core and linked to Employability and Progression)

Scope and Purpose of Policy

- a) The purpose of this policy is to acknowledge that whilst the College helps learners to achieve qualifications we also aim to raise their aspirations and self-esteem by developing employability, self-awareness and life skills. Tutorial support is an essential element in this and all learners are entitled to a programme of personal and academic development.
- b) This policy applies to all learners on all learning programmes regardless of mode or location of study.
- c) This policy applies to all staff that have a Tutoring role within the college.

Policy Statements

- a) Branded as B#EPIC (acronym), the programme is designed to inspire learners to; be employable, be purposeful, be inspired and be challenged
- b) The tutorial programme is delivered as part of the B#EPIC programme for development of employability and life skills.

every learner to:

- i) Have a **named course/personal tutor** who will be responsible for supporting the progress and personal welfare of the learner, encouraging and helping them to participate in the life of the College.
- ii) Have access to a **personal and academic development programme** which will include a taught element and an academic progress/pastoral support element. The B#EPIC Core taught programme will be supported by the B#EPIC event programme and enrichment activities throughout the academic week e.g. business start-up support, competitions, guest speakers, outdoor activities, trips, visits and workshops.
- iii) **An individual learning agreement and progress targets** which will be maintained and regularly updated by the course/personal tutor in discussion with the learner and recorded on VITAL.

every Tutor to:

- Be supported by the College with a **continual professional development** programme linked to the delivery of the B#EPIC programme.

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c) **The key features of the implementation of this policy are:**

- i) Learners will be allocated a **course/personal tutor** at enrolment. The tutor will be responsible for supporting/monitoring the academic progress and personal welfare of their tutees and delivering the taught element of the B#EPIC Core programme linked to career aspirations and employability.
- ii) All full time learners should have an **induction programme** with opportunity to attend cross college B#EPIC events.
- iii) Tutors will meet learners for a **weekly personal and academic development session**. Learner attendance will be recorded on the register. **Attendance at the tutorial session is compulsory**.
- iv) All full time learners should have access to a **personal and academic development programme** of at least two hours per week. The first hour comprises of the taught B#EPIC programme and the second hour comprises of the academic progress and pastoral and welfare aspect of the programme. This includes individual 1:1 meetings with the tutor and group tutorial work.
- v) Every learner is entitled to 20 minutes of one to one sessions with a personal tutor every 8 weeks.
The one to one sessions will provide opportunity for the learner to be supported in;
 - Recognising their strengths,
 - Developing their skills,
 - Setting realistic, achievable and timely goals,
 - Improving their level of achievement
 - Recognising and recording their positive achievements
 - Developing their full potential and enabling them to take part in the life of the College.
- vi) The taught B#EPIC Programme is written and designed in response to CAVC's Gazelle ethos and RESPECT agenda. It also responds to the ESTYN framework, YES strategy, PSE and the World of Work framework, the Learning Core, WBQ and ESDGC.

The B#EPIC taught Programme is made up of key topics:

- Information Literacy/Study Skills
- Financial literacy
- Digital literacy
- Employability and Aspirations
- Equality & Diversity - Positive relationships
- Health and Well-being
- Creative thinking and Innovation
- Our Place, Culture and Identity – Wales and the World
- Personal effectiveness

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- vii) The B#EPIC Event Programme and enrichment activities are designed to complement and enhance the B#EPIC Core programme and include business start-up support, competitions, guest speakers, outdoor activities, trips, visits and workshops.
- viii) Part time learners are entitled to a similar range of support as full time learners, but the programme is shorter due to the reduced time allocation/course hours. Tutors are expected to deliver specific key aspects of the programme and schemes of work are in place to direct tutors of part-time programmes.

d) VITAL

- i) Participation in the B#EPIC Event programme will be recorded on My B#EPIC Passport on VITAL, CAVC's online learner individual learning plan.
- ii) A tutor will create a personal record for every learner and regularly update it in discussion with the student.
- iii) The tutor will keep evidence of their personal and academic development programme including:
 - Written records listed on VITAL
 - Notes of 1:1 progress meetings with learners on VITAL including target/goal-setting
 - Copies of produced/completed learner work – B#EPIC resources
 - Documented evidence of attendance and impact of attended B#EPIC events on the B#EPIC Passport on VITAL
 - Completion of the learner Reflection Diary (if being used)
- iv) Other significant individual meetings and conversations with learners will be recorded on VITAL in the appropriate section adhering to confidentiality and data protection procedures (i.e. Learner Relationship Management records).
- v) Learners and tutors are able to view records kept and logged on VITAL. Learner 'ownership' of VITAL should be encouraged.

e) Support for Course/Personal Tutors

- i) All staff will participate in a series of regular continuous professional development programmes regarding the expectations of and delivery of the expectations of the learner personal and academic development programme.

- ii) Weekly course tutor updates will be sent out via the 'Staff Only' Widget and Limelight Light (College newsletter update) with the aim of prompting tutors of what needs to be covered the following week in the B#EPIC Core session; to communicate important information; to support tutors by passing on information which will help tutors in their role and to advertise and raise awareness of the B#EPIC event programme.

Equality and Diversity Statement

In accordance with College procedures, an Equality Impact Assessment will be undertaken for this policy.

Health and Safety Implications

None associated with this policy.

Linked Policies

- Learner Relationship Management
- Bullying and Harassment
- Fit to Study
- Safeguarding
- Equality & Diversity
- Teaching and Learning
- Skills
- Data Protection
- Disclosure

Linked Procedures

- As above for policies

Location and Access to the Policy

This is available from the website/ staff intranet/ Moodle and may be out of date if printed.

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Approved by: Quality Standards Board

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Responsible Manager: Head of Recruitment, Progression & Entrepreneurship

Executive Lead: : Vice Principal Curriculum & Standards SJ

Accessible to Learners: : Yes

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