| Owned by | Principal |
|---|---|
| Maintained by | Academic Registrar's Dept. |
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| Current Version | 6.0 |

## Procedure 3.4   Tutorial arrangements

The objective of this procedure is to ensure consistent and high quality delivery of standard Academy student tutorial entitlement.

### 1  Aims

- students should receive a standard tutorial programme and tutorial support consistent with the number of guided learning hours for their programme

- Programme coordinators should be well equipped for their role

- students should be assisted to make good progress and successfully achieve learning outcomes

- the effectiveness of the tutorial process should be reviewed and evaluated on a regular basis

### 2  Full-time students

All full-time students will be allocated a personal programme coordinator, who will monitor individual academic progress. A minimum of one hour per week is allocated for academic tutorials and workshops in each full-time course timetable.

Full-time students can raise anything related to their academic programme with programme coordinators during tutorials; this may include academic progress, careers, general support, feedback, etc.

Programme coordinators to full-time students will be briefed on their role and receive appropriate training as identified through the appraisal process.

Students will be referred to the programme coordinators in instances where additional learning support may be considered necessary.

### 3  Quality assurance

Guidance, standard requirements and standard paperwork for use in tutorials will be issued annually by the Quality Committee. The committee will also review the effectiveness of tutorial provision and practice on an annual basis.

One-to-one academic and group workshop tutorials will be included in the Academy programme of observation of teaching and learning.

## 4 Key stakeholders

- current students
- potential students
- Academy staff
- employers of sponsored students
- funding and inspection bodies

## 6 Defined responsibilities

The **Academic Head** is responsible for the effective operation of this procedure, for monitoring its effectiveness and for the dissemination of tutorial guidance. The following are responsible for implementing it:

**6.1 Admissions and Administration Department** which is responsible for allocating Student Advisors

**6.2 Programme coordinators**, who allocate academic tutors to student groups, and ensure effective implementation of Academy tutorial procedures.  Programme coordinators meet the requirements of this procedure and plan the specifics of the tutorial programme to meet the needs of their particular students

**6.3 Quality Committee**, which is responsible for implementing the programme of quality assurance for tutorials.