

<b>Procedure 3.4 Tutorial Arrangements</b>					
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<b>Review No</b>	7	<b>Next Review Date</b>	August 2022	<b>Approved on</b>	26/08/2021

**Procedure issued** : April 2014  
**Procedure owner** : Principal/CEO

- ❖ This procedure is shared with our students and/or can be obtained:
  - on our website <https://docklandsacademy.co.uk/policies-and-procedures>,
  - on the desktops of all computers in the library on the top floor,
  - by emailing us at [info@docklandsacademy.co.uk](mailto:info@docklandsacademy.co.uk).
- ❖ Also, our students are informed about the main aspects of the procedure in the Student Handbooks, Induction Seminar and Learning Agreement.
- ❖ The procedure is reviewed and monitored on a regular basis for currency and fitness as part of our 1.9 Review and Revision of Policies and Procedures.

## 1 Objective

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

## 2 Aims

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

## 3 Full-time Students

All full-time students will be allocated a personal Academic Head, 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 Academic Head during tutorials; this may include academic progress, careers, general support, feedback, etc.



Academic Head 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 Academic Head in instances where additional learning support may be considered necessary.

## **4 Quality Assurances**

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.

## **5 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 Academic Head**, 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.

## **7 Related Documents**

### **7.1 Policies**

- **3** Teaching Learning and Assessment
- **5** Student Support, Engagement and Learning Resources
- **6** Human Resources and Staff Development

## 7.2 Procedures

- 1.9 Review and Revision of Policies and Procedures
- 3.2 Supporting Teaching Staff
- 3.3 Encouraging Independent Learning
- 4.4 Attendance Monitoring
- 5.3 Equality, Diversity and Special Needs
- 5.4 Student Engagement
- 6.9 Continuing Professional Development
- 7.1 Review and Sign off PI
- 7.4 HE Public Information
- 9.4a Health and Safety Policy under HASAWA

## 7.3 External References

- Office for Students (OfS) Requirements and Guidance at <https://www.officeforstudents.org.uk/advice-and-guidance/regulation/>
- UK Quality Code Advice & Guidance – Admissions, Recruitment and Widening Access at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>
- UK Quality Code Advice & Guidance – Enabling Student Achievement at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/enabling-student-achievement>
- UK Quality Code Advice & Guidance – Learning and Teaching at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/learning-and-teaching>
- UK Quality Code Advice & Guidance – Student Engagement at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/student-engagement>
- Higher Education Code of Governance (Committee of University Chairs, December 2014) at <https://www.universitychairs.ac.uk/wp-content/uploads/2020/09/CUC-HE-Code-of-Governance-publication-final.pdf>
- Association of Employment and Learning Providers (AELP) principles of Good Governance for Independent Training Providers at <https://www.aelp.org.uk/media/2595/code-of-governance-final-sept-2018.pdf>
- Pearson Recognition of Prior Learning Policy at [https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Recognition\\_of\\_prior\\_learning\\_and\\_process\\_policy.pdf](https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Recognition_of_prior_learning_and_process_policy.pdf)
- UKCISA Code of Ethics at <https://www.ukcisa.org.uk/Membership/Codes-of-practice/Code-of-ethics>
- Equality Act – 2010 at <https://www.legislation.gov.uk/ukpga/2010/15/contents>
- Related QAA guidance: Understanding assessment: its role in safeguarding academic standard Higher Education include the QAA Quality Code at <https://www.qaa.ac.uk/quality-code>
- Teaching Excellence and Student Outcomes Framework at <https://www.gov.uk/government/publications/teaching-excellence-and-student-outcomes-framework-specification>