



# **A Guide to Being a Course Tutor**

**August 2024**

## A Guide to Being a Course Tutor

This guide outlines the roles & responsibilities of being a Course Tutor.

The Course Tutor role is an essential role within the college which contributes to student success.

### Overview:

- The Head of Sector (HoS) will assign a Course Tutor to each programme area.
- All full-time students will have a Course Tutor who will provide academic support and refer students for specialist support as necessary.
- Full time students will be provided with a timetable which will include an allocation of Course Tutor time for 1 hour per week
- In addition, each full-time programme will have a Student Support Officer (SSO) and Learning Support Advisor who will provide and/or coordinate pastoral and learning support.
- Course Tutors, SSOs and Learning Support Advisors will work closely together to ensure guidance, support and advice is provided by the most appropriate staff member.
- It is the course tutor's responsibility to direct their students to the Student Services Team in the Student Advice Centre for specific student support.

### Role of Course Tutor:

- Provide a comprehensive induction to students as per Student Induction Policy
- Provide academic support to students
- Refer students to specialist support services
- Ensure all students have an accurate & up to date timetable
- Ensure all students have an assessment schedule
- Inform students about the support services that are available to them
- Meet with individual students at least twice per academic year to discuss their academic progress and progression opportunities
- Arrange functions, events & trips for the course tutor group
- Maintain accurate records with regard to student attendance & achievement
- Facilitate the appointment of class reps.
- Enable class reps to hold class meetings
- Facilitate the completion of annual student surveys
- Undertake individual support to students during progression weeks
- Interview new applicants and attend marketing and promotional events
- Participate and prepare for meetings as requested by Promoted Lecturer (PL) or Head of Sector

## Preparation for Academic Session

- Time has been allocated to allow teams to fully prepare for the academic session.
- Heads of Sector will schedule meetings and issue timetable of meetings to staff prior to or on day of return to college.
- This time is at the start of the academic term (prior to full-time courses starting)

Course tutors & lecturers should use this time to undertake the following:

- Participate in staff development
- Review and agree units on Course Structures and unit completion dates are agreed with PL.
- Discuss & agree students and course timetables with PL & delivery team
- Update IV13 for your area of responsibility (these should mirror course structures)
- Agreed units to be IV'd and dates for Internal Verification for the session
- Forward Notification of Delivery (NoD) form, current assessments with electronic IV stamp along with any changes to assessments to IV for approval
- Develop Assessment Schedules and submit them to MIS
- Agree and finalise student induction events and activities for programme area
- Meet with Student Support services team to discuss students with additional support needs and discuss and agree strategies to support these students – particular focus should be given to those who are care-experienced or estranged.

## Induction

- Course tutors will ensure all students will be supported through the Induction process
- Course Tutors will complete an induction checklist for their group (Induction Checklist Form will be available from the Quality Assurance Manager & should be returned to them)
- The Course Tutor will ensure that the check the following documentation has been completed:
  - Parental consent forms
  - Work Experience forms

The students must sign or ask their parent/legal guardian to sign & authorise these forms. The Course Tutors will forward the completed documentation to the Curricular Administrator for storage.

- Course Tutors, SSOs and Learning Support Advisors will meet during the Induction period to confirm students support needs
- Course Tutors will discuss with their PL any students who wish to change course, are care experienced or have more complex support needs. The PL will advise the Course Tutor on the most appropriate courses of support and/or action.
- Personal Evacuation Plans and Medical Protocols will be completed and stored by the Course Tutor where required.

- Student Support Officers should contact any students (telephone/text/email) who have not enrolled or attended Induction to establish the reasons and report any issues or withdrawal from the course to their Course Tutor.
- Course tutors should direct students to the Student Portal. The Student Portal provides students with useful information on a wide range of student support services, policies procedures, external support services etc available to them. The Student Portal is accessible to students outwith college hours.
- All full-time students should be issued with an Assessment Schedule.
- Assessment Schedules will be made available on Pro Monitor. This is to enable staff and students to monitor attendance & academic progress.

## **Course Tutor Activities During the Academic Year**

### **Course Tutor Individual Meetings with Students:**

- Formal meetings with Course Tutors on an individual basis will take place at least once per block at a designated time agreed by the Course Tutor & the student.
- At these meetings academic progress will be discussed and progress set against the targets in the Assessment schedule
- Course Tutors will monitor progress and set individual targets for the units where students are either not fully engaging or struggling to ensure students are successful.
- Any areas of concern must be reported at the team Tracking and Monitoring meeting. The PL will record any issues and offer help & support or advise that an action plan is developed for the student.
- Records of meetings and actions will be recorded on Pro-Monitor

### **Class Activities during Course Tutor time**

- Course Tutors should facilitate the election of Student Rep.
- Course tutors should allow time for Class meetings led by the Student Rep.
- Introductions to support & other services e.g. Finance Team, Students, Association, Skills Development Scotland
- Arrange employer talks/ visits
- Dedicated time for UCAS application
- Development of Meta skills
- Development of Employability Skills and preparation for Placement
- Understanding of Sustainability issues related to their area of study and the wider community
- Understanding of Equality & Diversity related to their area of study and the wider community

## Registers Requirements

- It is the Lecturer responsibility to update attendance and achievement registers.
- It is the Course Tutor's responsibility to update the course completion outcomes at the end of the course.

## Attendance & Participation at Meetings

**Tracking & Monitoring** meetings will be held monthly and led by the PL. Course Tutors and Lecturers are expected to be prepared for these meetings and be able to discuss individual students' attendance and achievement.

Discussions should be held to:

- Tracking and monitoring of student attendance and progress
- Develop strategies to enable students to be successful
- Monitor assessment progress against assessment schedule (this means lecturing staff are working to the agreed timeline of the assessment schedule).

**Self- Evaluation Meetings** are held 3 times per year (August, February & June)

These will be held on three occasions throughout an academic year with the Head of Sector chairing.

These are necessary to enable teams to consider what is going well, what needs to be improved and identify changes set by the regulatory or awarding body. There is an expectation for all the delivery teams and support teams to attend.

### Team Operational Meetings

The PL will chair these meetings. These meeting provide teams with dates and times of these meetings at the start of the academic year. There is an expectation all team members will attend. These meetings are key for operational matters and to engage staff on discussions on wider college matters.

### Progression Board Meeting (Held February / March)

The purpose of this meeting is to enable curriculum staff to address matters that may inhibit students from progression within their current or next level course of study. It is recommended that a member of the Student Support Services attends.

During this meeting course tutors should discuss students who are at risk of not achieving their course.

'Student Action Plan' should be developed and a meeting for the student/s concerned organized with the course tutor and if required a staff member from the Student Support Team.

All meetings should be recorded on Pro Monitor

The student should agree to and sign their 'Action Plan' and regular review meetings should take place to monitor progress

## **Preparation for Next Academic Year**

- Lecturers & Course Tutor to interview new applicants
- Course Tutors will lead on Essential Information Day activities (June)