

PROTOCOL FOR STUDENT MANAGEMENT BY COURSE TUTORS

TUTOR RESPONSIBILITIES

1. Student Introduction and Welcome

- Contact each new student within 7 WORKING DAYS of the Welcome Email sent out by the Education Director set a telephone appointment for a Course Welcome and Introduction.
- This telephone appointment should take place **WITHIN 14 DAYS** of the student's Welcome Email from and you should allow **30 minutes**
- Confirm student receipt of course materials or expected delivery date (folders will take 10 – 14 days after enrolment to reach the students)
- Confirm the booking of the Student's induction day. Advise the student of the content for the induction day and send the agenda by email.
- Advise the student to read through the Student Handbook prior to the Induction day and to bring this with them to the Induction Day
- Confirm the arrangements for uniform ordering

2. Induction Agenda

- At Induction the full Learning Agreement must be completed using the Student Handbook
- Complete the Course Completion Schedule with deadlines set for course work completion. All course work for each unit must be completed in line with the Coursework Submission Policy to avoid a flood of marking at the end of the course.
- Establish the target Mock Exam and Final Exam months – all students must ensure their availability during these months until exam schedules have been set by CIBTAC.

3. Tutorials

- Conduct PRE-BOOKED MONTHLY tutorials for each allocated student in line with Tutorial Protocol.
 - These should be arranged by a formal appointment system and confirmed to the student by email
 - Appointment sheets must be made available to the Education Director and indicate if the student attended
 - All Tutorial appointments to be logged in their Tutorial Portfolio with detail of discussions and actions to be taken
 - Cancellation or failure to attend an appointment must be logged in the student portfolio – see Tutorial Protocol (Learning Agreement)
- Monitor student activity on Digital Chalk in line with Completion Schedule
- Correlate MCQ test marks and record within student file
- Portfolio building guidance and monitoring in line with SD and CIBTAC protocols
- Monitor completion of Student Activity Log
- Complete practical Attendance register checks
- Negotiate changes to the Completion Schedule as needed

4. Marking

- Mark all written work in line with standardised mark schemes and following SD Marking Protocols.
- Maintain the tracking system for unit completion in line with Learning Agreement
- Guide the students in the digital or hard copy filing and referencing of their coursework
- Implement the Coursework Completion and Submission Policy

5. Bookings for Practical Training and Unit 7 / CPD Workshops

- Course tutors should follow the protocol for all training centre bookings

6. Examination Entries

- Preparation for examinations – all students to commit to their chosen exam schedule 12 weeks before the exam date (exam fee payment).
- Exam Registration Protocol must be followed and Course tutors must submit their students for registration with The Education Director who will co-ordinate the exam entries and confirm back to the course tutor who has been entered for which exams.

7. Documentation

- Ensure all documentation required for the monitoring of the student activity and course tutorial processes is completed and kept up to date as required by the Education Director
- All student records and details of tutorial activity is to be accessible on and shared with The Education Director
- As documentation is updated ensure that out of date versions are deleted

8. Student Progress Review

- Each Course tutor should arrange a monthly meeting with The Education Director and provide a full report on their student's progress and flag up any issues of concern.

9. Accountability

- Course tutors will be accountable for the completion of the role in accordance with SD and Centre specific policies and protocols and for any omissions in their activities or documentation.