THE TUTORIAL POLICY

It is a requirement of the Course Portfolio that there is evidence of every student's attendance to a regular monthly tutorial with their Course Tutor.

The student must make a monthly, 30 minute appointment with their Course Tutor when their progress, inline with their Course Completion Schedule, will be assessed and recorded.

A student's attendance to their monthly tutorial will be logged and a report will be written by tutor for insertion into the student's Course Portfolio.

It is the responsibility of the student to maintain their own Tutorial Log for presentation to the CIBTAC Examiner

Students may contact their Course Tutors outside their regular appointment but within the Availability Schedule provided to them by their Course Tutor. Contact outside of these times is at the discretion of the Tutor.

Failure to attend a formal appointment without 24 hours notice will be documented within your Tutorial Log and so reflected in your portfolio.

Confidentiality

Students may request elements of their Tutorial Discussion not to be recorded in the Tutorial Log and their privacy will be respected, unless any information is disclosed that may compromise compliance with the Awarding Body's Policy for the completion of the qualification or the integrity of the Course Tutor

Student Declaration

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Tutorial Policy and agree to comply with these terms.

Student Name (Print) _____

Student Signature   _____ Date _____