



Policy on Support and Guidance (QL0015)

The College is committed to assisting all students to reach their potential in learning and to gain maximum benefit from the opportunities offered during their period of study by:

- providing effective support and guidance
- monitoring punctuality, attendance and progress
- maintaining effective communication

A personal coach will be assigned to each full-time student whose role will be to:

- meet with tutees at least once a week in order to form a partnership based on trust and respect
- ensure that tutees receive a general induction to the College, including an explanation of the Charter and their rights and responsibilities
- provide advice on access to College facilities and services such as counselling, careers and Connexions
- help to develop an individual learning action plan and to maintain a record of achievement on STaRS
- conduct a regular progress review of the tutee's programme of learning to ensure true potential is identified and achieved
- provide tutees (and, where appropriate, parents, guardians or employers) with a progress report at least once each year
- provide advice and support with study skills and the Steps to Success programme
- provide help in planning for progression into employment or further/higher education and compile a draft reference

Responsibilities are explained in the Student Charter and Handbook and form part of a student's agreement with the College. Students will be required to attend and participate in all tutorial and course sessions.

For adult part-time students, advice and guidance information about College facilities, careers opportunities, UCAS applications and progression to other College courses is available in the first instance from the subject teacher who will provide direction to the appropriate support services. Senior Tutor/Head of School have responsibility for part-time students and are available to provide support and guidance.

All students are entitled to access support services appropriate to their need and in order to create an environment of respect and tolerance. Full-time students will participate in an Equality/Diversity theme week.

In order to promote Equality/Diversity the content of this policy has been reviewed to ensure that all students are treated fairly.

Reviewed/Approved	By	Date
Updated by	Alex Griffin	16 April 2015
Approved at		
Review date		