

NOTTINGHAM COLLEGE



Central College
Nottingham



Progress Tutorial Policy

September 2017

For Review in September 2018

Purpose and Objectives

- This framework applies to all 16-18 Programmes of Study (PoS) and aims to ensure that every student develops relevant progression and employment skills through the delivery of a consistent and high quality tutorial programme across the College.
- A formal Progress Tutorial will support every student to develop fundamental employment skills, make good progress within their qualifications identifying positive value added, encourage them to take pride in their work and identify their potential to be a successful student, employee and citizen.

Aims and Expectations

- The aim of the Progress Tutorial is to ensure every student reaches their full potential in relation to performance and progression.
- The Progress Tutorial will be delivered in a minimum of 54 hours per PoS, consisting of 1.5 hours over a 34 week period.
- The Progress Tutorial is delivered by Progress Tutors (PTs) and Personal Success Coach (PSC) and each have specific responsibility for fulfilling the requirements of the Progress Tutorial.
- The PT will deliver 34 hours (1hr x 34wks) consisting of 3 group tutorials per term focused on developing employment and professional skills and 1:1 progress review towards targets. In addition the PSC will deliver 17 hours (0.5hr x 34wks) of pastoral tutorials, this delivery model may be flexible to respond to the requirements of a Faculty Area or group of students.
- Every 16-18 student on a PoS will receive three 1:1 Progress Reviews delivered by the PT. These must be completed by the end of the planned review weeks:

9-13 October

22-26 January

26-29 March

- In addition, students will participate in group tutorials scheduled by the PT and PSCs/LACs.
- **Progress Review 1 (9-13 October)**
 - Every student will have completed the Induction check list and set an aspirational target.
 - Every student should receive their signed off Passport to Study (P2S) by the first review week W/C 9th October.

- The PT is responsible for ensuring that the passport is completed fully and demonstrates good punctuality, attendance, contribution and commitment by the student to their chosen PoS
 - *Attendance.* The PoS is part of the Post 16 Compulsory Education Strategy, therefore 100% attendance should be promoted and targeted for all elements of the PoS framework (Main qualification, English & Maths, Progress Tutorial, Work Experience). If attendance is below the college expectation, appropriate interventions must be implemented and in some instances this may result in a student being asked to leave the programme.
 - *Punctuality.* To prepare our students for the working environment all teaching and support staff must promote punctuality. If a student demonstrates persistent lateness, appropriate interventions must be identified, actioned and monitored for improvement. If little or no improvement is made a student may be asked to leave the programme.
 - *Professionalism, positive behaviour and attitude.* Students must demonstrate high levels of professionalism and behaviour at all times. Where behaviour falls below the college expectations appropriate intervention strategies must be implemented. If little or no improvement is seen students may be asked to leave the programme.
 - *Standards of work.* Students should complete homework and assignments in a timely manner and to the required standard. Where a student fails to complete, appropriate actions and targets will be set and reviewed. If little or no improvement is seen students may be asked to leave the programme.
 - Once progressed with the P2S, the PT has made a judgement that the student is on the correct PoS, and with hard work and commitment, can achieve and progress successfully.
 - At this point academic and personal/professional targets will be set with the student within the eILP demonstrating the completion of the P2S.
- **Progress Review 2 (22-26 January)**
 - The PT will review and set ongoing and new Academic and Personal and Professional targets with each student
 - Targets will be set to drive and monitor academic success and improved value added for all qualifications (including English and Maths) and for personal and professional ambitions (including work experience)
 - Attendance, punctuality, professionalism and progress continue to be monitored and discussed at this review point. Where a student falls behind the College expectations for attendance, behaviour or progress the Student Disciplinary Process will be initiated by the PT.
 - All targets and comments/actions should be recorded by the student in their eILP. The PT will oversee this process through the 1:1 process and ensure reviews are completed by the set review weeks and information recorded in the student eILP.
 - Students should also work towards the Nottingham College Professional and Employment Framework aimed at delivering important life and work skills and leading to the achievement of the Passport to Progression and Work (P2PW).
 - For Level 3 students aiming to progress to Higher Education an element of the first term tutorial will be focused around UCAS support.

- As part of the competencies expected to achieve the P2PW all students will develop skills relevant to their area of study and likely employment sector including:
 - Applied skills
 - Nottingham College Employment Qualities
 - Nottingham College Professional Qualities

- Each student will also:
 - identify career plans and logged in the eILP (to be tracked and monitored by the PSC)
 - identify and complete mandatory relevant work experience and log hours and skills developed in the eILP and work placement booklet (to be overseen by the PT)
 - complete a CV by the end of Term 1 (or completion of UCAS where relevant) (to be tracked by the PT)
 - write a cover letter/ complete an application for employment by the end of Term 2 (to be overseen by the PT)

- **Progress Review 3 (26-29 March)**
 - As per Progress Review 2
 - The PT will review the outcomes of every student in relation to the Nottingham College Professional and Employment competencies and make a decision regarding the award of the P2PW. This will be achieved by reviewing the completion of the mandatory components, the work experience reflection log and completion of the tutorial Employment and Professional qualities

Responsibilities

- The Vice Principal Curriculum is responsible for this Policy and ensuring its objectives and assurance mechanisms are adhered to
- The Director of Curriculum is responsible for reporting on progress towards targets and driving improvement
- The Director of Customer Experience is responsible for the allocation and training of PSCs to deliver their element of the Progress Tutorial and overseeing the Work Experience process
- The Vice Principal Partnerships, Apprenticeships and Enterprise is responsible for overseeing the generation of work placement opportunities
- Heads of Faculty and Faculty Area Managers are responsible for:
 - Identifying PTs and their group of students

- Ensuring that PTs are trained & supported, and carrying out the role of Progress Tutor effectively
 - Ensuring that each 1:1 Progress Review takes place before the deadline
 - Overseeing that all Progress Review group sessions are planned and resourced to deliver input meeting the needs of the subject and employment sector area and developing relevant Professional and Employment competencies
- Progress Tutors (PTs) are teaching staff from within Faculty Areas and will be responsible for driving and monitoring the progress of a group of students across the whole of their Programme of Study. The PT will:
 - Make the decision on awarding the P2S following the first 1:1 Progress Review 9-13 October
 - Set and review academic targets linked to each element of the PoS, including the main qualification(s) and English and Maths
 - Deliver employment focused skills development in group and 1-1 Progress Tutorials, encouraging the use of online resources and projects
 - Facilitate the evaluation of work experience and other activities relating to the Programme of Study
 - Use and develop blended learning activities and resources to enhance the student experience and develop a broad range of skills
 - Ensure appropriate targets are set and reviewed in a timely manner
 - Review any individual student interventions and outcomes with the Personal Employment Mentor ensuring these are having the required impact
 - Work with each student to oversee the maintenance and updating of the eILP
 - Where a cause for concern is issued, discuss and agree suitable targets and monitor progress,
 - Implement the Student Disciplinary Process or signpost for intensive support and challenge in collaboration with other staff members where necessary.
 - Make the decision on awarding the Passport to Progression and Work (P2PW)
- Personal Success Coach are support staff from within the Customer Experience Team and will be responsible for delivering Personal and Employment Tutorials and additional 1:1 support where needed. The PSC will:
 - Address ongoing attendance issues
 - Support the development of academic and personal & employment skills to enable good achievement and progression for all our students
 - Ensure students are actively seeking to complete work experience
 - Implement and monitor appropriate interventions where a student is deemed at risk. These may include signposting to support services or focused reviews to ensure any barriers to learning are removed and student progress is maintained
 - Share specific student interventions and actions with the PT to ensure follow up

- Work Experience Officers (WEOs) will be located either centrally within the Customer Experience Team, or locally where sector specialism is necessary to provide relevant placement opportunities. Where there are no WEOs, this support will be offered from a central team. The WEO will:
 - Provide support to place students into relevant and useful work experience opportunities
 - Work closely with Careers Advisers and the Apprenticeship, Partnership & Enterprise team to proactively identify opportunities and successfully match students to placements to meet the objectives set within their eILP
 - To carry out workplace risk assessments and formal validation of the work experience opportunity
 - To carry out workplace visits and monitor students whilst on placements
 - To work with PSCs and PTs to capture feedback from work experience and ensure recorded and reviewed in the eILP

Passport to Study

Student Name:	
Student Number:	
Programme of Study:	
Progress Tutor Name:	

We want you to succeed on your programme at Nottingham College developing your Professional and Employment skills, and progressing successfully to further study or work.

Therefore it is expected that you:

- Wear the College identity card and show it when requested
- Follow all college policies and procedures
- Attend all sessions
- Arrive in good time for the start of all sessions
- Remove, and store safely, all outdoor wear and bags
- Bring all necessary equipment to sessions
- Use IT and electronic devices responsibly and respectfully and only when authorised by the teacher
- Avoid taking food and drink, other than water, into the learning environment
- Behave in a way that shows respect for others and their right to learn productively
- Listen carefully to your teacher and peers and respect other people’s views and opinions
- Avoid the use of swearing and bad language
- Seek help when you need it and take the support offered
- Complete all work to the best of your ability and within the timescale agreed
- Follow assessment guidelines and avoid plagiarism and cheating

Play an active part in promoting Equality, Diversity and Inclusion by:

- Refusing to take part in behaviour which degrades others
- Reporting inappropriate behaviour

Make Nottingham College a safe learning environment by:

- Following Health and Safety guidelines
- Taking care of college buildings, furniture and equipment
- Leave your learning space tidy and ready for use by the next group
- Respect the local community and represent the college in a positive manner

To be completed at or before induction

Why I have chosen to be on this Programme of Study:

My Long Term Goal:

I am looking forward to doing the following at College:

I think I may need help with the following:

	My Attendance (aiming for 100%)	My Punctuality (aiming for 100% on time)	I have displayed positive behaviour and attitude	I have produced work to the required standard/ timelines
Main course				
English				
Maths				

Actions Required:

SMART Targets:

Minimum Target Grades:

Signed: Student Date:.....

Signed: Progress Tutor..... Date:.....

Alongside group tutorials developed within the Faculty Area focusing on the professional and employment skills relevant within the sector, each of the following elements will be accessed by every student.

Review Week 1 (9-13 October)

Passport to Study (P2S)

By October Half Term

Topic	Content	Organised/Delivered By	Delivery Method
eSafety	Inclusivity and Stereotypes Sex and Relationships Emotional Wellbeing	PT group tutorial 1	Online Resource
Employment Skills tutorial	Skill development: Introduction of the Nottingham competencies Applied skills Employment skills Professional skills Completion of career aspiration on eILP and complete WE targets	PT group tutorial 2	Group tutorial
Prevent/ British Values	Democracy The rule of Law Individual liberty Mutual respect and tolerance of different faiths and beliefs	PSC	Group tutorial Online Resource to support Voting – student reps

By the end of Term 1

Topic	Content	Organised/Delivered By	Delivery Method
Self Management	Positive contribution to community and society Dealing with pressure, including balancing personal and work related demands	PSC	Group Tutorial

	Where to access support and guidance when required		
Employment skills tutorial	Skill development: Applied Skills Completion of CV Set targets around skill development and placement for work experience	PT group tutorial 3	Group tutorial

Review Week 2 (22-26 Jan)

Progress towards academic targets and P2PW

By the end of Term 2

Topic	Content	Organised/Delivered By	Delivery Method
Stay Safe	Health and wellbeing including sexual health, healthy eating, diet and exercise Bullying & cyber bullying Appropriate and inappropriate contact Inappropriate contact with adults Gambling Gangs and Weapons	PSC	Group Tutorial Online Resource to support
Employment and Professional skills	Professional development: Resilience Initiative Leadership Curiosity Adaptability	PT group tutorial 4	Group tutorial

Professional skills	Skill development: Social and Cultural Awareness and interaction Voluntary work Fund raising	PT group tutorial 5	Group tutorial
Employment and Professional skills	Skill development: Team work Problem Solving Curiosity	PT group tutorial 6	Group tutorial

Review Week 3 (26-29 March)

Progress towards academic targets and P2PW

By the end of Term 3

Topic	Content	Organised/Delivered By	Delivery Method
Employment Skills	Skill development: Calculation Financial Literacy ICT Digital literacy	PT group tutorial 7	Group Tutorial Online resource
Employment and applied Skills	Skill development: Reading Writing Completion of application form/letter of interest	PT group tutorial 8	Group tutorial
Progression planning	Review and reflection framework competencies and personal skill development. Completion of work experience sign off of P2W	PT group tutorial 9	Group tutorial

End of Programme of Study

Award of P2PW

Monitoring and Assurance Mechanisms

- The Senior Leadership Team will set and monitor KPI targets around work experience and will monitor and review through Performance Reviews (PR) with HoF
- The quality team will complete monitoring audits, providing feedback to HoF on compliance and identification of risk and best practice
- eILP audit and sampling will be completed by HoF, Quality and Head of PoS each term to ensure appropriate targets are being set and reviewed and that the mandatory elements have been completed by the timeframes set
- tracking and monitoring of work experience completion, through monthly reporting and review at PoS working group
- HoF/faculty/team meetings