



Leeds Language College Tutorial Policy

The tutorials are for students and staff to follow, discuss the progress of learning and to make adjustments in planned study to accommodate learner differences. This process also gives the college an opportunity to compare scheduled learning to actual achievement.

Procedure

1. The teacher will decide on the appropriate targets from the syllabus and curriculum and agree them with the student. These targets are to be entered into the tutorial form and progress reports and a signed copy stored at the college. The targets may have global references to the syllabus which can be cross referenced or be specific points.
2. The procedure is applied to any student studying longer than 1 month. Subsequent tutorials are to be held on average every 3 months or at least once per term.
3. In preparation for the tutorial, the responsible teacher completes or helps complete the agreed targets sections of the tutorial form – all targets should be considered achievable and manageable in the time given. The teacher also includes his/her comments on the performance of the student during the previous target period; adding any advice for following study.
4. The tutorial form is then given to the Vice Principal and Director of Studies, Academic Executive or Senior Teacher to arrange a formal discussion with the student if there are any problems. At this discussion the student will be able to talk about any aspect of college life and study along with any issues they have had during the review period.
5. The Vice Principal and Director of Studies will then decide on any adjustments or changes to the syllabus, resources or activities for a specific group or study pathway.
6. The Vice Principal and Director of Studies, Academic Executive or Senior Teacher will then brief the teachers on any targets or agreed solutions.