

PERSONAL TUTOR POLICY



GIG
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WALES

Ymddiriedolaeth GIG
Prifysgol Felindre
Velindre University
NHS Trust

Ref: VOA006

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Approved by:

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Date of Equality Impact Assessment:

Equality Impact Assessment Outcome:

Review Date:

Version: 1.0

TEMPLATES FOR DOCUMENTS

The template and control sheet should be used by anyone wishing to formulate any written control system. Documents should be formatted in line with Corporate Style as follows:

Electronic format	Microsoft Word - PDF Read only
Front cover	Corporate template
Audit trail	Use Policy process
Body text	Arial 12
Headings	Arial 12 (UPPER CASE)
Tables and charts	Arial (size as appropriate)
Use of bold	Headings only
Alignment	Justified
Line spacing	Body text single
Paragraph spacing	One line between paragraphs. Two lines between main sections.
Underlining	None
Contents page Contents page if >3 pages	As template Use judgement - help reader to find relevant information more easily.
Staff Names	Use titles rather than names.
Logo	Use Trust logo.
Headers and footers	Arial 9
Margins	Top and bottom of page 2.5cm, sides 2.5cm.
Document Title	To be included in the header on every page
Page numbering	To be included in the footer (e.g. page x of x)
Bullets	• Use standard bullets only, as they do not always format across different systems.
Abbreviations	State in full in first usage with abbreviation in brackets.
Printing	A4/double sided.
Referencing	All reference material should be listed in full at the end of every document in Harvard style.
Glossary of terms	As all policy documents are subject to the Freedom of Information Act, they need to be user friendly as they are documents that can be held up to public scrutiny. Therefore, all abbreviations, jargon and specific wording must be clearly explained to the reader.
Version Control	Reference Number provided by the Corporate Governance Manager. Documents to state 'Draft' whilst in development.

COMPONENTS OF A POLICY

All Policies must include the following headings as a minimum

Introduction/Aim	<p>What is the purpose of the document? What is it about? Why is it needed? This should include where necessary reference to external regulations or other relevant guidance. This may require information relating to audit, risk management, quality and safety.</p>
Objectives	<p>What will the document achieve?</p>
Scope/Area of Application	<p>Exactly who the policy applies to and the consequences for non-compliance where appropriate:</p> <ul style="list-style-type: none"> • All staff? • Directorate/Clinical Department/Corporate Department specific?
Roles and Responsibilities	<ul style="list-style-type: none"> • Who is responsible for implementation? • Which groups of staff are able to carry out the procedures required? • What action points does the document raise? • Who is responsible for ensuring action points are undertaken? • Who is accountable if the responsibilities are not followed?
Main Body	<p>Show how the document aims and objectives will be achieved. Reference evidence appropriately.</p>
Resources	<p>Are there any resource issues in order for the document to be implemented? Financial/Time/Training – these must be identified as if there are no resources the document will not be achievable.</p>
Training	<ul style="list-style-type: none"> • Are there any training issues and if so, who is responsible for the training programme? • Who will keep a record of those members of staff who have been trained? • Will there be update training? How often? <p>If the document compliance is not carried out for any length of time at what stage will the person cease to be authorised to carry out that policy? Where appropriate, specify the grade and required education and training of staff implementing the document.</p>

Implementation and Policy Compliance	<p>How will the document be implemented?</p> <ul style="list-style-type: none"> • Action Plan? • Timescales? • What level of training should they have? <p>This will be the main part of the policy, generally divided into sections and describe in detail what has to be done in order to comply with the policy and achieve the policy objective.</p> <p>The document needs to set out how compliance with the policy is to be measured and reported.</p>
References	<p>Policies must be based on sound evidence and be appropriately referenced.</p> <p>Name any recognised relevant professional body, for example the source of your evidence base.</p> <p>Where appropriate, specify what is required to be documented in patients' notes. Clinical policies should also include a review of the evidence used and a reference list of that evidence.</p>
Health and Care Standards	<p>This section should outline how the policy or written control document contributes to compliance with the Health and Care Standards and should also indicate to which Standards this area of activity is linked.</p>
Integrated Impact Assessment	<p>Has an equality and health impact assessment been carried out?</p> <p>If 'no' the reason for this will be explained at the beginning of the document.</p> <p>If 'yes' the impact will be included in the document and appended.</p> <p>Explain how the document promotes equality of opportunity and/or good relations between different groups.</p> <p>For further information contact the Equality, Diversity and OD Manager</p>
Environmental Impact	<p>Does an Environmental Impact Assessment need to be carried out?</p> <p>For further information contact the Trust's Environmental Development Officer.</p>
Audit	<p>This is required to ensure that the document is appropriate and achievable and that there is compliance with the document by staff. An audit tool must therefore be built into the policy document.</p>
Review	<p>Generally,</p> <p>3 years unless legislation requires differently – check with Corporate Governance Manager.</p>
Getting Help	<p>Details of the specific office or department to contact for interpretations, resolution of problems and other special situations.</p>

<p>A policy may also need to contain the following additional components</p>	<p>Related Policies and/or written control documents Where other policies are relevant these should be listed.</p> <p>Information, Instruction and Training This section is relevant where instruction, training and supervision is necessary for to meet the policy requirements. It should detail when, how often and by whom the action will be taken and any requirement for keeping training records should be indicated.</p> <p>Main Relevant Legislation A list of the relevant statutory provisions which influence the organisation's operation in relation to the policy.</p>
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VELINDRE ONCOLOGY ACADEMY

Introduction

The purpose of this policy is to ensure that students at the Velindre Oncology Academy receive the highest level of academic and pastoral support, leading to high levels of satisfaction with the services provided by staff.

The policy outlines the role of the Personal Tutor service, which is designed to guide and support students throughout their academic journey. Personal Tutors will assist students in reflecting on feedback, tracking progress, and enhancing their skills, knowledge, and experience to prepare them for their future practice.

This policy ensures a holistic approach to student development, focusing on academic, professional, and personal growth.

The Velindre Oncology Academy aim to support students as best as possible to ensure that there are high levels of satisfaction with academic and pastoral support provided by staff.

The Personal Tutor service at the Velindre Oncology Academy is designed to guide students through their academic journey by offering comprehensive support in academic, professional, and pastoral areas. Personal Tutors will assist students in reflecting on and making the most of feedback received on their work, while also tracking their academic and professional progress. Throughout their studies, the Personal Tutor will help students review and enhance their development, facilitating the enhancement of the e skills, knowledge, and experience necessary for their practice-

Objectives

- Provide comprehensive support and ensure students receive tailored academic, professional, and pastoral guidance throughout their studies.
- To monitor academic progress by providing support to students in tracking and reflecting on academic performance.
- Facilitate students in acting on feedback provided from assessments and coursework.
- Provide a supportive environment for students to discuss personal and academic concerns.
- Foster an open and proactive communication between students and their personal tutors.

Scope

The scope of this initiative involves offering comprehensive support to students by providing tailored academic, professional, and pastoral guidance throughout their studies.

It includes monitoring academic progress by helping students track and reflect on their performance, while also facilitating the application of feedback from assessments and coursework. Additionally, a supportive environment will be created for students to discuss both personal and academic concerns. The initiative emphasises fostering open and proactive communication between students and their personal tutors, ensuring students receive the necessary guidance and encouragement to succeed in their academic journey.

The Personal Tutor service will be provided to all students enrolled on the Velindre Oncology Academy modules and will be available for the duration of the module. In most instances the Module Leader will be allocated as the Personal Tutor.

What to expect from Personal Tutor:

- Upon registering for a course each student will be assigned a Personal Tutor and this is likely to be the module leader who will provide support in helping students with their academic studies and assist in addressing any challenges they may encounter.
- Following enrolment Personal Tutors will invite students for an initial meeting to provide introductions and any guidance the student is seeking.
- Students are encouraged to reach out to their Personal Tutor at any times to discuss issues around their studies. The Personal Tutor will provide availability following the student contacting them.
- If concerns are raised around the student's attendance at the course they may be asked to meet with their Personal Tutor.
- Personal Tutor will provide ongoing support offering advice and guidance on feedback they may have received or to discuss ways to enhance their learning/performance.
- Personal Tutor will provide support for any personal matters affecting a student's studies or welfare.
- If a student discusses extenuating circumstances with their Tutor, they must still submit a formal request for any extensions or adjustments through the Head of the Velindre Oncology Academy.
- The Academy aims to ensure that students have the same Tutor throughout their studies. However, if a change is necessary, the student will be notified by a member of the Academy's team.
- If a student has concerns or wishes to change their Personal Tutor, they should first approach the Head of the Velindre Oncology Academy. The Academy will make efforts to accommodate such requests without requiring an explanation.
- Information shared with a Personal Tutor is generally treated confidentially. However, in some cases, it may be shared with relevant staff to provide the student with the best possible support. The student will be informed of such sharing. All records related to students will be securely held and managed in accordance with the Data Protection Act.

Definitions / Abbreviations

Velindre Oncology Academy – VOA

“Student” - any person enrolled or registered to follow a Programme of Study or module(s) offered by the VOA and persons who have been students of the VOA for up to 3 months after they have left the VOA.

Roles and Responsibilities

Role of the Personal Tutor

- Personal Tutors will meet with students following their induction to the module and will be required to meet the student at least twice throughout the modules lifecycle to provide academic and pastoral support.
- Personal Tutors will ensure that students have opportunities to raise concerns outside of scheduled meetings. Personal Tutors will aim to respond to any requests for support and queries from students within 48 hours.
- Personal Tutors will ensure that students are informed of how to contact them as well as provide alternative contacts should they be unavailable for immediate support.
- The Personal Tutor will listen without judgement and proactively address emerging challenges and difficulties, alongside being knowledgeable around support services that can be provided to the student.
- Personal Tutors will be available throughout the module to discuss academic progress, and general wellbeing.
- Personal Tutors will assist students in reflecting on feedback received from assessments and coursework.
- Personal Tutors will stay informed regarding students' academic progress, grades, and attendance.
- Personal Tutors are expected to meet with students if there are concerns regarding attendance and engagement as outlined in the Attendance, Engagement and Progress policy.
- Personal Tutors will maintain records of discussion with students and document key discussion and action points. These records will be accessible for students on the Moodle online learning platform.

Resources

The implementation and management of arrangements associated with this policy do not present any significant resource implications to the Trust.

- Referencing
- Anonymity and Confidentiality Guidelines
- Attendance, Engagement and Progression Policy
- Submission of Work for Assessment

Training

There are no training requirements.

Integrated Impact Assessment

In accordance with the Trust's Equality policy, this policy will not discriminate, either directly or indirectly, on the grounds of sex, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, union membership, disability, carer's status, offending background or any other personal characteristic.

Audit, Implementation and Policy Compliance

This policy will be implemented and monitored by the Velindre Oncology Academy Implementation Board. The policy will be reviewed every 3 years, unless where it will be affected by internal changes such as:

- Legislation;
- Practice change or change in system/technology.

Getting Help

A copy of this policy and other VOA policies and procedures referenced are available on the VOAs website. The VOA team can be contacted and is available to provide advice, guidance and support via email at Velindre.OncologyAcademy@wales.nhs.uk