

1. Policy Statement

1.1. This policy outlines Kingston College’s approach to guidance, induction and tutorials. Kingston College is committed to supporting all stages of the Learner Journey from pre-entry to post-exit, and sets standards for each stage of their progression.

2. Features of the Policy

2.1. Pre-Entry, learners will be entitled to:

- accurate and impartial information about all college courses through a variety of accessible formats
- clear and accurate information regarding courses entry requirements
- attend an open event to meet with key staff and to view facilities.
- accurate information regarding course costs and financial support
- holistic guidance on the support services available at the college
- Risk assessment interview for students with criminal convictions (see Annex 2)

2.2. On application, learners will be entitled to:

- an acknowledgement.
- fair assessment of their application.
- on going liaison regarding the progress of their application

If invited for interview, learners will receive preparatory interview guidance (see Annex 1).

2.3. At interview, learners will be entitled to:

- an impartial guidance interview with a specialist member of staff in an appropriate environment. (see Annex 2)
- a follow-up interview, if necessary, with a Careers Advisor to discuss alternative options available.

If the application is successful, the learner will be diagnostically screened before induction.

2.4. At Induction, learners will be entitled to:

- a period of orientation
- an assessment of individual learning needs
- a college and course handbook signposting important information
- Information detailing the College’s extracurricular
- Guidance on how to use College IT systems

2.5. **On Course**, all full time learners will have a personal tutor who will be the primary source of support from the induction period to the end of their course (see Annex 4). They will be provided with:

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- a tutorial curriculum
- an extra-curricular programme, which will include, sporting, non-sporting and a range of trips, visits and guest speakers (these will conform to our Freedom of Speech Code of Practice - Annex 3)
- at least one one-to-one action planning review per term
- on-going additional learning support, where appropriate
- on-going monitoring of punctuality, non-attendance and performance
- timely and regular feedback on their assessment and progress
- effective and sensitive support regarding academic and personal issues.
- referrals to appropriate internal and external support services
- progression advice and guidance with regard to future employment or higher education.

In return, we will expect all learners:

- engage with their tutorial curriculum
- to act upon the regular feedback they receive

2.6. Part time learners have access to all of the College’s support services and will receive individual guidance from their lecturer/course tutor.

2.7. Higher Education students should refer to their tutor/course handbook for support services provided by the College and those provided by partner institutions.

3. To support the delivery of this policy the following documents/resources should be referred to:

Annex 1 Preparing for admission to Kingston College

Annex 2 Guidelines for tutors interviewing applicants
 Assessment and interview question form
 Interview Outcome form
 Criminal Convictions Risk Assessment

Annex 3 Freedom of Speech: Code of Practice

Annex 4 Effective tutorials and One to Ones - guidelines and procedures

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