



**Working Together**

**Personal  
Learning  
Planning and  
Guidance**

**A Guide for Students**

**August 2012**

## Course Tutor Duties

The Head of Faculty assigns a lecturer as Course Tutor for a class. The Course Tutor carries out a number of duties as follows:

**The Enrolment and Induction** of the Course Tutor group including the completion of the '**Steps to Induction**' checklist.

**Providing** information to students during Course Tutor time or during meetings.

**Liaising** with the Bursary Department.

**Assisting** students in preparing their Personal Learning Plans.

**Facilitating** the election of the Course Student Representative and Depute.

**Integrating** employability, enterprise, sustainability and Health and Well-being skills into Course Tutor group delivery where possible.

**Developing** citizenship skills through groupwork etc.

**Arranging** education excursions/visiting speakers throughout the year.

**Referring** students for specialist help as required. Financial, Learning Support, Counselling.

**Monitoring** of attendance and discussing with Programme Leader when required.

**Providing** first line guidance and interviewing learners on a one-to-one basis. Once per block (to include pre-exit guidance in block 2). Prepare references for students when requested (for HN only – completing UCAS references).

## **Election of Class Representative**

A Class Rep is someone who has been elected by their class to represent them at Faculty Council meetings, where course and campus issues can be discussed. This will be carried out within 4 weeks of your course starting.

## **Individual Review Meetings (Student Guidance)**

You will receive at least one individual review meeting each block with your Course Tutor. A brief record of this meeting will be recorded on either Online Unit-e PLP or paper PLP (**Page 2 of Appendix A**). During this meeting the Course Tutor should discuss the following:

- Attendance
- Attitude
- Progress
- Finance (if relevant)
- Travel (if relevant)
- Issues affecting progress
- Future Plans

## **Student Disciplinary**

The Course Tutor will record any disciplinary issues and you will be asked to sign this to ensure it is an accurate record.

## **Course Tutor Meetings**

The Course Tutor should hold 6 group meetings per year (3 per block). A suggested timetable and agenda is included in (**Appendix B**).

The link between Faculty Council Meetings and Course Tutor Meetings are shown in (**Appendix C**).

## **Course Tutor Initial Learner Feedback – Week 4**

Your Course Tutor will ask you to provide feedback during week 4. This is to ensure that you have settled into your course and that we identify any issues still to be resolved.

## **Learning Agreement**

The Learning Agreement is a summary of the units that you will be doing during your course.

## Personal Learning Plans

You will have a Personal Learning Plan (PLP) to enable you to set and record progress towards your Aims. You will also be able to record your progress towards the Essential Skills that you will develop while studying at college. The PLP is also used to record the Individual Review meetings.

Your class group must agree on the method of recording your PLP:

1. Online Unite PLP    Aims, Individual Review Meetings, Essential Skills
2. Paper PLP            Aims, Individual Review Meetings, Essential Skills
3. Paper PLP            Aims, Individual Review Meetings  
    and Blog                Essential Skills

### Online Unite PLP

The Unit-e PLPs are available through Columbus. You can view your data held by the college:

- Student Personal Information
- Enrolment History
- Learning Agreement
- Attendance
- Core Skills Profile

Instructions on using Online PLP are stored within the PLP Guide and Activities on Moodle.

### Paper PLP

The paper PLP consists of page 1 (student details and aims), page 2 (Individual Review Meetings record) and page 3 (Essentials Skills table).  
**Appendix A.**

You can also create a folder to hold any additional evidence e.g. posters, completed PLP toolkit activities and photos etc.

### Blog

You can create a blog to record your learner journey through the relevant Essential Skills. You can upload photos, videos as additional evidence.

## **Aims**

You will set 2 study aims per block and (for FE students only) one personal aim related to your course (e.g. passing your driving test).

## **Essential Skills**

The Essential Skills table on Page 3 of the PLP outlines all the Essential Skills and the choice of measuring and recording progress. You must identify the skills you will be developing and tick against the method. The Course Tutor will discuss your progress with the Essential Skills at your Individual Review meeting.

### **Core Skills**

It is essential that you achieve the targeted level of Core Skills for your course.

### **Citizenship and Employability**

It is essential that all full time FE students measure progress on their Citizenship and Employability Skills.

### **Curriculum for Excellence**

The Scottish Government want all young people to develop capabilities that they will need in life, learning and work but these capabilities are needed by everyone, now and in the future. These are called the four capacities (successful learner, confident individual, responsible citizen and effective contributor). You can measure your progress against the attributes of the four capacities within your PLP.

### **Enterprise**

You can develop your Enterprise Skills while at college and record your progress within your PLP. Each course will develop those skills in different ways e.g. Previous examples are: Workwise students making and selling bird boxes, Beauty students selling products and Business students creating and selling T-shirts.

You can also participate in an Enterprise Competition.

## **Resources Available**

### **Moodle Activities**

The college Virtual Learning Environment (VLE) is called Moodle and there are activities to support and help you in the preparation of your PLP. In particular, the self-assessment rating activities on Citizenship and Employability Skills are recommended.

### **My World of Work**

Skills Development Scotland has produced an online web service called My World of Work.

My World of Work aims to help people plan, build and direct their career throughout their lives. Providing information on skills, learning and employment, it supports the Scottish Government's ambitions for the improved delivery of an all age, universal careers service.

### **Calendar of activities**

A calendar of activities is shown in **Appendix C**.

**Personal Details**

Forename	Surname
Date of Birth	Course
Home Address	Telephone Number Mobile Number

**Aims and Goals**

<b>Block 1 Aim Description</b>	<b>Action to be taken</b>	<b>Progress reviewed with Course Tutor</b>
Study Aim 1		
Study Aim 2		
Personal Aim		

<b>Block 2 Aim Description</b>	<b>Action to be taken</b>	<b>Progress reviewed with Course Tutor</b>
Study Aim 1		
Study Aim 2		
Personal Aim		

**Student Guidance Record – Review Meeting**

<b>SESSION: BLOCK 1</b>
<b>RECORD OF MEETING</b>
<b>Comments</b>

Lecturer’s Signature: ..... Date: .....

Student’s Signature: ..... Date: .....

**Student Guidance Record – Review Meeting**

<b>SESSION: BLOCK 2</b>
<b>RECORD OF MEETING</b>
<b>Comments</b>

Lecturer’s Signature: ..... Date: .....

Student’s Signature: ..... Date: .....



**Essential Skills**

<b>Essential Skill Requiring Development</b>	<b>Action to be taken</b>	<b>Progress reviewed with Course Tutor</b>
Core Skills Profile and Plan Created: Communications Numeracy ICT Working with Others Problem Solving		
Citizenship Use Moodle PLP activities and record on your Online PLP Citizenship Self-Assessment 1 Citizenship Self-Assessment 2 OR Create a blog to record your learner journey OR Create a PLP folder with examples		
Employability Use Moodle PLP activities and record on your Online PLP Employability Self-Assessment 1 Employability Self-Assessment 2 OR Create a blog to record your learner journey OR Create a PLP folder with examples		
Enterprise Create a blog to record your learner journey OR Create a PLP folder with examples		
Curriculum for Excellence Use Moodle PLP activities and record on your Online PLP OR Create a blog to record your learner journey OR Create a PLP folder with examples		

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## Standard Agenda for Course Tutor Meetings

1. Apologies for absence
2. Minutes of Previous Meeting
3. Matters Arising
4. Course Tutor Feedback
5. Class Representative Feedback including:
  - Faculty Council
  - Course Content and Programme Design - Order of delivery  
Time allocation  
Additionally e.g.  
excursions, level of units  
and location of delivery
6. Suggestions/improvements
7. Planned Activities
8. Equalities
9. Sustainability/Environmental Issues
10. Any other Business

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## Calendar of Activities

### BLOCK 1

ALL STUDENTS Completed by

Setting aims week 12

Individual review meetings week 16

WHERE APPLICABLE Completed by

UCAS application week 12

Citizenship Skills week 18

Employability Skills week 18

Curriculum for Excellence progress week 18

Enterprise activities week 18

### BLOCK 2

ALL STUDENTS Completed by

Setting aims week 26

Individual review meetings week 30

WHERE APPLICABLE Completed by

Citizenship Skills week 34

Employability Skills week 34

Curriculum for Excellence progress week 34

Enterprise activities week 34

