

Personal Tutoring: Nurturing Learning, Empowering Growth

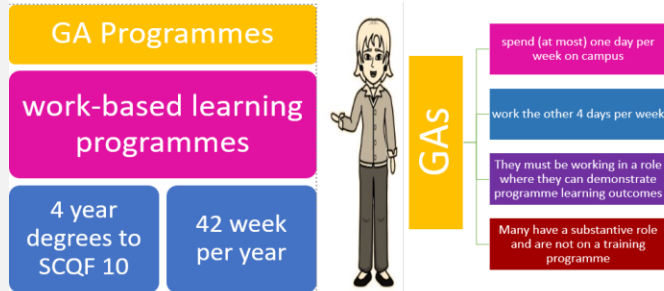
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At Heriot-Watt University, the term '**personal tutoring**' (PT) describes the scheme whereby a member of academic staff is assigned to an individual student as a first point of contact for those who require advice or assistance on both academic and non-academic matters (with advice on referral to professional service sections where relevant for non-academic matters).



1. What are the problems that need to be addressed by the tutor?
2. How can the tutor improve the situation for the tutee?
3. What can be done to stop this situation from happening again?

Graduate Apprenticeships (GAs)



Advise tutees of your **availability** and offer meetings.

Be aware of, and advise tutees on, further relevant sources of advice and information.

Responsibilities of PTs

Be **pro-active** in making contact with students – needs

Be **pro-active** in making contact with students – timing

A Personal Tutor is not



Case Studies

Change of situation: Work emergency

- Have a catch up to identify the problem.
- Remind them and their mentor that they need to have time for their degree and learning.
- They need to be supported at work as the student might be going through the initial learning phases of their work.
- Point them towards the right resources.
- LinkedIn learning, student wellbeing support or just regular biweekly 15 min catch-up meetings with the PT to keep things on track
- Staying in touch

Transition to university: Work life balance OR Time management

- Make sure the student understands the differences with a traditional taught degree.
- They understand the time commitment required for such a programme.
- Explain the ILA (Individual Learning Agreement)
- Regular catch-up meetings to make sure the student is attending lectures, meeting deadlines and is not having problems with identifying problems for work-based assessments.
- Reiterate to the student to get in touch as soon as they see a problem or confusion

Reserve University Time: Release Day and 4-hour Study time

- The employer needs to be reminded about the release day and 4-hour study time in a week.
- Schedule catchup meetings mention it to both mentor and GA in the regular ILA/PR (Progress Review) meetings
- Making sure that it is pointed out in the ILA and final PR meeting each year.

Recommendations

Catchup meetings to identify the problem (adjust frequency)

Dedicated time for learning

Support at work needed in case of changes in working situation

Use university resources

STAY IN TOUCH

Point out the differences to a traditional degree

Explain the ILA

Employer needs to be reminded of time commitments

Use the ILA and PR meetings for identifying expectations

Try to simplify deliverables

Discuss programme structure

Do not share any information with any family member