

SENIOR TUTOR
Indicative Responsibilities

- 1 Tutors are responsible for managing and delivering a programme of skills development for a student group. This involves -
 - a *the planning of a programme of tuition within the parameters of a time constrained framework,*
 - b *the preparation of daily tuition and work plans for students..*
 - c *the delivery of training, using a variety of pedagogical techniques. This should normally include at least 1 hour of formal, tutor led lecture each session*
 - d *the assessment of student exercises,*
 - e *giving feedback and counselling to students*

- 2 Tutors are responsible for the administration of their course/s, and must maintain accurate and comprehensive records which they certify as correct
 - a *Hand ticked registers must be maintained for every session, and submitted to the appropriate officer on a weekly or monthly basis. These must be signed by the tutor.*
 - b *An electronic register may be required, in a format specified by the Records Office.*
 - c *Student assessed exercises should be implemented and marked by tutors. Students should be advised as to whether they have passed or failed within 5 working days.*
 - d *Assessed exercises which the tutor deems to be successful should be remitted to the Records Office or Internal Verifier within 5 days and together with a control sheet.*
 - e *The administrative formalities of the relevant awarding body must be adhered to and appropriate records maintained for inspection.*
 - f *Tutors must maintain an assessed exercise progress sheet which details both passed and failed exercise attempts.*

- 3 Tutors must become fully proficient in the use of the software that is being used to deliver the training together with the standard set of learning materials.

- 4 Tutors are responsible at all times for the conduct and behaviour of students within the classroom and for the security of property based in the classroom. Students must not be allowed in IT laboratories without supervision.

- 5 Tutors should ensure that students do not bring floppy disks or other media into the Centre and use them on computers unless the tutor has checked that media for viruses

- 6 Tutors should allocate a period of time each day when students can consult them on an individual basis.

- 7 Tutors should operate a system of regular personal tutorials with students in their charge. A record of each personal tutorial should be kept, and use made of any standard form provided for this purpose.

- 8 Tutors should be aware of the licensing restrictions of software used and should be vigilant lest unauthorised software is introduced into the Centre or software is copied for use outside the Centre.

- 9 Tutors must endorse the full and sole proprietary rights of Ricide Ltd in respect of the standard sets of learning materials which are provided for training purposes.

