

A Personal Tutoring Curriculum for Higher Education

Journey Point	Theme	Aims	Outcomes By the end of this stage, students will ...	Activities
Pre-arrival	Getting to know YOU	<ul style="list-style-type: none"> • Building relationships • Easing the transition to university • Identifying 'at risk' students 	<ul style="list-style-type: none"> • Know who their tutor is and how to contact them • Outline broad goals for their time at university • Identify issues and areas of concern about moving to University 	<ul style="list-style-type: none"> • (Video) messaging with tutor • Complete pre-entry survey via
FHEQ Level 4 Semester 1 – First 4 weeks	Getting Connected	<ul style="list-style-type: none"> • Building relationships • Social integration • Settling in 	Have familiarised themselves with <ul style="list-style-type: none"> • the institution & campus • their timetable • where to find information • tutorial policies, purposes & values • student voice & representation 	<ul style="list-style-type: none"> • Ice-breakers and team building • Note taking • Finding information and library skills
FHEQ Level 4 Semester 1 Week 5 onwards	Preparing for Success	<ul style="list-style-type: none"> • Establishing the rhythm of the student year • Support tutees to be prepared for their assessments • Study skills assessment 	<ul style="list-style-type: none"> • Be familiar with communication processes, information systems, absence and attendance processes • Know how to submit coursework • Understand how to prepare effectively for exams 	<ul style="list-style-type: none"> • Planning and writing assignments • Using references and avoiding plagiarism • Revision guidance and exam technique • Study skills self-assessment • Reminder of relevant support services
FHEQ Level 4 Semester 2	Making the most of University	<ul style="list-style-type: none"> • Working effectively • Action planning and using feedback • Engaging with extra-curricular opportunities to develop graduate attributes • Making the most of the summer break • Engaging with internships and other opportunities to develop graduate attributes 	<ul style="list-style-type: none"> • Be able to reflect on feedback on assessed and work and use to plan for improvements • Know what is expected for independent learning, take responsibility, and manage their time effectively • Understand the range of extra-curricular opportunities for developing graduate attributes available within the university • Understand any opportunities for optional internships, where these 	<ul style="list-style-type: none"> • Using feedback for personal development – reflective learning and action planning • Time management, independent learning and organisation • Exploring sources of information on extra-curricular opportunities • SMART action planning • Exploring internships and placements • Exploring ways to make the most of your summer and make it count for your future

			<p>exist in programmes, and the value these can add</p> <ul style="list-style-type: none"> • Understand the process and timescales for applying for internships • Appreciate the value of gaining work experience or volunteering during the vacation 	
FHEQ L5 Semester 1	Refreshing, Reflecting & Developing	<ul style="list-style-type: none"> • Review FHEQ Level 4 tutorial content • Review study/work/life balance • Further action planning 	<ul style="list-style-type: none"> • Reflect on academic performance and social integration at FHEQ Level 4 to inform future action plans • Ensure relevant support in place for FHEQ Level 5 	<ul style="list-style-type: none"> • Review FHEQ Level 4 assessment feedback • Create FHEQ Level 5 action plan
FHEQ L5 Semester 2	Enhancing your Future	<ul style="list-style-type: none"> • Employability • Developing graduate attributes • Linking module selection to careers 	<ul style="list-style-type: none"> • Understand the importance of engaging with extra-curricular opportunities which develop graduate attributes • Have developed a CV and covering letter • Understand the process of finding and applying for jobs or future study • Engage with the Careers service 	<ul style="list-style-type: none"> • CV and job application exercise • Career choice exploration and/or presentation • Module and option selection guidance
FHEQ Level 6 Semester 1	Becoming a Professional	<ul style="list-style-type: none"> • Planning for the future • Selling yourself/your skill set • Reflecting on work placements 	<ul style="list-style-type: none"> • Have a plan for what they intend to do after graduation, with clearly identified actions for implementation • Have a professional online profile and an effective CV • Have provided information to their AST to facilitate the production of effective references 	<ul style="list-style-type: none"> • Employability audit – to identify students who would benefit from interventions • Managing your digital identity • Mock interview and assessment centre exercises with Careers service • Set SMART targets for post-graduation • Reflection on work placements and how the experience supports their plans post-graduation
FHEQ Level 6 Semester 2	Moving On	<ul style="list-style-type: none"> • Transitioning out of university • Staying connected • Providing feedback 	<ul style="list-style-type: none"> • Understand the graduation process • Appreciate the importance of providing feedback on their student experience 	<ul style="list-style-type: none"> • Explaining graduation and opportunities for remaining connected to the institution as Alumni