

TYPE: Policy	
SUBJECT: Learning Resources and Student Support	REFERENCE: LWP20
DATE: 15 <sup>th</sup> February, 2021	
LAST REVIEWED:	
APPROVED BY: Board of Directors	
<p><b>All students will be required to attend a 1-day intensive induction which in turn must include the following as a minimum requirement for discussion during induction:</b></p> <ul style="list-style-type: none"> <li>• <b>Programme Aims</b></li> <li>• <b>Programme structure and scheduling</b></li> <li>• <b>Learning outcomes of programme</b></li> <li>• <b>Modules per semester —tutors</b></li> <li>• <b>Process of moderation of:</b> <ul style="list-style-type: none"> <li>○ Assignment briefs</li> <li>○ Assignment grading</li> <li>○ Ongoing internal verification of assignment briefs and graded assignments.</li> </ul> </li> <li>• <b>Marking Scheme—fail, referrals, pass, merit and distinction</b></li> <li>• <b>Student front page when submitting assignments—should include:</b> <ul style="list-style-type: none"> <li>○ Programme name</li> <li>○ Name of Academic Institution</li> <li>○ Awarding Body</li> <li>○ Clear demarcation of lecturer teaching the module,</li> <li>○ Demarcation of Module title</li> </ul> </li> </ul>	

- Assignment demarcation (ie: Assignment 1, 2, title if available, etc),
- Name of the student (including student ID)
- Deadline date according to assignment brief,
- Word count
- Plagiarism statement
- Extenuating circumstances: Policy and processes should a student not be able to submit an assignment on time.
- Tutorial Help: If a student does not understand a particular task then they should ask their tutor for help. Tutors are obliged to provide student with academic help if they should require it. Note: Student should not direct academic queries pertaining modules to personal tutors.
- Library facilities.
  - Key textbooks for a course are put on reserve. Students will be allowed to make reference to books in library. Books on reserve must always remain on school grounds in order to be accessible to all students
  - Use of in-house digital library
  - Use of on-line library
  - Use of Public University libraries
- **Submission of assignments:**
  - **Students must submit their assignments to the institution via its Learning Management System.**
  - **Should for some reason an assignment be presented in paper format the student will receive a Receipt depicting:**
    - Name of Programme
    - Student name and USN
    - The module for which submission has been made
    - Assignment Reference
    - Lecturer name
    - The date of submission
  - Students are required to keep their receipts in a safe place (preferable until the end of the programme).
  - If student assignment is lost then student submission receipt should be presented to Academy Administration Office as proof of submission. As a safeguard, students should also keep a copy of their assignments at all times.
  - Should an assignment be lost and receipt presented to Learning Works Administration office, students will be required to resubmit the particular assignment, but will not be penalized for late submission
- Inform students that on the first day of class in each module, students should expect to receive from their tutors:
  - A week-by-week syllabus
  - Key textbook and additional reading required for the module
  - Contact details (e-mails, lecturer contact hours)
  - Discussion on aims of module and assessment strategy

- For modules which include a practical element –practice handbooks should be distributed and discussed
- **Discussion of Student Complaints Procedure according to the Academy’s policies and procedures**
- **Discuss Plagiarism policies and procedures**
- Learning Works Academy referencing manual and review with students
- Discuss “Turnitin” software. Provide an example of how it works
- **Health and Safety issues - eg:**
  - In case of fire
  - In case of illness

#### Personal Tutors

- An important mechanism to the success of a course/programme will be making sure that student academic, pastoral and personal development needs are met.
- Following formal acceptance on a programme of study, each student at Learning Works is assigned a Personal Tutor. The role of the Personal Tutor is to provide the student with pastoral care and advice on issues relating to their performance on their course as well as personal issues. The following tasks are regarded as belonging to the domain of duties of a personal tutor:
  - a student will have the opportunity to meet with his/her assigned personal tutor at least once a month to support the Personal Development Planning (PDP) process. During PDP sessions, students will be required to bring PDP diaries (retained by students) to each scheduled session.
  - be available to assigned students to discuss problems and needs of a pastoral nature.
  - provide students with information to address academic issues
  - give advice to students that will allow each student to plan a sensible route through the course/programme
  - personal tutors will assist students in securing work experience placements during student holiday time, if this is desired by the student; the tutor will facilitate this process by providing feedback on students’ CVs and letters of enquiry as well as suggesting appropriate placement opportunities to the student
  - advise students on administrative mechanisms available to support academic, personal needs

CEO