

## Personal Tutors Generic Points for Discussion with Students

	1st meeting (induction week)	2 <sup>nd</sup> meeting (Term 1)	3 <sup>rd</sup> meeting (Term 2)
<b>Stage 1</b>	<ul style="list-style-type: none"> <li>• Explain the personal tutoring system and how students can contact you</li> <li>• Ensure they are settling effectively</li> <li>• Ensure they have access to all the necessary resources</li> <li>• Offer general academic guidance and advice</li> <li>• Enquire about study skills / graduate skills / their CV to date</li> <li>• Help students make contacts, develop networks and make plans</li> </ul>	<ul style="list-style-type: none"> <li>• Explore and plan their personal development / review their CV</li> <li>• Offer general academic guidance and advice</li> <li>• Monitor and discuss their progress (both academic and career path) and inform about University led workshops</li> <li>• Make recommendations to help the student to improve their performance</li> <li>• Check on how their study skills have advanced</li> </ul>	<ul style="list-style-type: none"> <li>• Offer general academic guidance and advice</li> <li>• Monitor and discuss their progress</li> <li>• Discuss their module choices for year 2</li> <li>• Make them aware of the SPQ process and ask them if they have completed it</li> <li>• Advise about preparations for work placements and employability issues in stage 2 (CIP and evidence tracking)</li> </ul>
<b>Stage 2</b>	<ul style="list-style-type: none"> <li>• If the student is direct entry cover notes in stage 1, 1<sup>st</sup> meeting</li> <li>• Offer general academic guidance and advice</li> <li>• Check on past progress and discuss their plans for stage 2</li> <li>• Ensure students are engaging with HTMP200, CIP, and advise about placements opportunities</li> <li>• Discuss any potential targets</li> <li>• Reflect on the weighting of stage 2 in relation to the final degree outcome</li> </ul>	<ul style="list-style-type: none"> <li>• Explore and plan their personal development / review their CV</li> <li>• Offer general academic guidance and advice</li> <li>• Monitor and discuss their progress</li> <li>• Make recommendations to help the student to improve their performance</li> <li>• Discuss their placements opportunities / choices</li> <li>• Ensure they are completing the evidence tracking sheet (CIP) and help them to identify evidence for CIP</li> </ul>	<ul style="list-style-type: none"> <li>• Offer general academic guidance and advice</li> <li>• Monitor and discuss their progress / inform them about additional learning opportunities</li> <li>• Make them aware of the SPQ process / have they completed it?</li> <li>• Discuss their placements decisions / CIP / evidence tracking sheet</li> <li>• Discuss their module choices for stage 4</li> <li>• Talk over their dissertation topic choices</li> </ul>
<b>Stage 3</b> <i>Placement year</i>			
<b>Stage 4</b>	<ul style="list-style-type: none"> <li>• If the student is direct entry cover notes in stage 1, 1<sup>st</sup> meeting</li> <li>• Offer general academic guidance and advice</li> <li>• Check on past progress (including the placement project) and discuss their plans for stage 4</li> <li>• Ensure their CV is up to date and discuss any need for refresher courses</li> <li>• Discuss degree classification and reflect on how they can achieve the best result possible</li> <li>• Start drafting individual reference</li> </ul>	<ul style="list-style-type: none"> <li>• Offer general academic guidance and advice</li> <li>• Explore and plan their personal development</li> <li>• Monitor and discuss their progress</li> <li>• Make them aware of the NSS process</li> <li>• Ensure their CV is up to date</li> <li>• Continue to construct individual reference</li> </ul>	<ul style="list-style-type: none"> <li>• Offer general academic guidance and advice</li> <li>• Monitor and discuss their progress</li> <li>• Discuss their plans beyond the course</li> <li>• Ensure their CV is up to date</li> <li>• Reflect on NSS questions and remind them of the NSS process</li> <li>• Complete individual reference</li> </ul>

