



IFG Personal Tutor Policy and Guidance

IFG Personal Tutor Guidance

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1. Purpose of Personal Tutoring

Personal tutoring at IFG aims to support students academically, personally, and professionally.

Each student is assigned a Personal Tutor who serves as a key point of contact, offering guidance on academic progress, wellbeing, and career ambitions.

2. Roles and Responsibilities

Personal Tutors:

- Meet with assigned students at least four times per academic year.
- Provide guidance on academic progress, study skills, and personal development.
- Refer students to specialist support services when necessary, such as for counselling, career advice, or language skills support.
- Maintain a record of each meeting, including key discussion points and agreed actions.

- Offer a welcoming environment for students to discuss concerns and provide support for goal-setting and action planning.
- Be available for additional meetings if required, and ensure students know how to contact them.
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Students:

- Attend all scheduled meetings with their Personal Tutor and communicate promptly if a change is needed.
- Prepare for meetings by considering their academic progress, goals, and any challenges they face.
- Take responsibility for their personal and academic development by engaging with the support and opportunities provided by IFG.
- Inform their tutor about any personal circumstances that may affect their academic progress.

3. Support Areas

- **Academic Guidance:** Helping students navigate their course requirements, manage workloads, and set realistic academic goals.
- **Wellbeing:** Offering a listening ear and signposting students to wellbeing services and other relevant resources if needed.
- **Career and Employability:** Assisting students in exploring career options, developing skills, and preparing for further study.

4. Meeting Structure

Meetings with Personal Tutors should focus on:

- Reviewing academic performance and feedback.
- Discussing personal goals and development opportunities.
- Addressing any wellbeing concerns or challenges.
- Planning for further study.

Tutors should encourage students to set achievable goals and reflect on their progress regularly.

5. Senior Tutor Role

- A designated Senior Tutor at IFG provides oversight of the personal tutoring programme, ensuring consistent delivery across departments.
- The Senior Tutor acts as a point of contact for tutors needing additional support and manages more complex student cases when required.

6. Communication

- Personal Tutors should ensure that they use clear, unambiguous language when communicating with students either in person or via written communications (eg email).
- Personal Tutors should be cognisant of how information may be received by students, and should maintain a collegial and professional tone at all times with students.
- Personal Tutors should only ever use official IFG means of communication for communicating with students (eg IFG email, messaging functions on the Virtual Learning Environment).

8. Confidentiality and Safeguarding

- Personal Tutors should respect the confidentiality of student discussions, except when there is a risk of harm to the student or others.
- Personal Tutors should ensure that they have the express consent of the student (preferably in writing wherever possible) if they are considering taking a matter up on the student's behalf with another staff member/department of the institution, before doing so
- Tutors are responsible for reporting serious concerns to the Senior Tutor or relevant support services.

9. Evaluation and Feedback

- IFG regularly evaluates the effectiveness of its personal tutoring programme through student feedback and internal reviews.
- Students are encouraged to provide feedback on their tutoring experience to help improve the programme.

10. Contact Information

- Students should be provided with clear information on how to reach their Personal Tutor, Senior Tutor, and relevant support services.
- The Administration Office is available for additional queries and guidance on accessing resources.