

Purpose of Policy

The purpose of City College Coventry's Learner Support Policy is to publicise to students, staff and other stakeholders the College's commitment to supporting learners to enable them to achieve their learning goals.

Policy

The College is committed to providing support for all students, undertaking a programme of study, to enable them to fulfil their potential and achieve their lifelong learning goals.

Contribution to Achievement of the College's Mission

The College's Mission is *"Promoting Diversity, Raising the Standard, Taking Education Further"*. To meet the aims of the Mission the College needs to ensure that all learners receive the levels and types of support that they need to benefit from their time at the College.

Implementation

To achieve our aim we are committed to:

- Ensuring adequate systems exist to support the learning process in the form of progress tutorials, additional learning support, learner management weeks and open access workshops.
- Ensuring that details of all the mechanisms for financial support (college Learner Support Funds, HE Student Loans, etc) are publicised to all students.
- Ensuring that all learners are aware of all of the support systems available to enable them to achieve their learning goals.
- Ensuring all staff are aware of the support systems available and actively encourage students to access support.
- Annual monitoring of the effectiveness of the support systems against retention and achievement data
- Measuring progress towards improvement against actions identified through self-assessment and student surveys.
- On-going staff development to ensure staff are using effective methods to support individual needs.

Monitoring and Impact Measurement

The effectiveness of the Support for Learners will be subject to ongoing monitoring by the Heads of Faculty Head of Student Support and the Executive. This policy will be developed/amended accordingly.

Annual monitoring of the effectiveness of the support systems against retention and achievement data for students who receive additional learning support will be used as an impact measurement tool.

The impact will be measured by the number of students who access the various support systems available to them and the number of staff who attend development sessions on support for learners. Systems will be developed and used to monitor the retention & success of students who receive additional learning support.

Related Policies and Documents

- Learner Support Fund Policy & Procedure
- Equality, Diversity & Inclusion Policy
- Single Equality Scheme
- Curriculum Policy
- Progress Tutor Handbook (Part-time and Full-time)
- Individual Learning Plan
- Learner Support Plan
- Additional Learning Support procedure
- Transition Plan and Risk Assessment
- ALS register
- Policy & Procedure for Safeguarding Children, Young People & Vulnerable Adults
- Welfare Policy
- Admissions Policy

Publication of Policy

This policy will be displayed in all student areas, made publicly available, provided to all members of staff and via the Intranet and forwarded to any interested parties upon request.

Policy Review Date	March 2015
Executive member responsible for implementation	Vice-Principal Communications, People & Development

Approval and Review History
• Approved by the Corporation on 17th September 2002 (Minute C67/02)
• Reviewed and approved by the Corporation on 17th September 2003 (Minute C77/03)
• Reviewed and approved by the Corporation on 15th September 2004 (Minute C73/04)
• Reviewed and approved by the Corporation on 14th September 2005 (Minute C71/05)
• Reviewed and approved by the Corporation on 13th September 2006 (Minute C72/06)
• Reviewed and approved by the Corporation on 5th December 2007 (Minute C102/07)
• Reviewed and approved by the Principal (under delegated authority from the Corporation) at the Executive meeting of 23rd November 2009 (Minute X)
• Reviewed and approved by the Principal (under delegated authority from the Corporation) at the Executive meeting of 26th March 2012