



# Guidelines for Students receiving Individualised Tuition<sup>1</sup>

## Learning Disabilities Programme/Inclusive Learning

### **Purpose of one-to-one tuition**

The purpose of one-to-one tuition is to help you to develop independent academic and study skills in order to cope with the demands of your course. One-to-one tuition focuses on your individual learning needs and the Learning Adviser (Inclusive Learning) will work with you to identify your learning preferences and strengths. Learning priorities for the sessions are established in partnership, by you and your Adviser.

### **Types of skills that might be taught during the sessions:**

Academic writing  
Reading  
Academic literacy (e.g., spelling and handwriting)  
Note-taking  
Negotiating Group-work  
Research  
Preparing for tests/exams and testing-taking skills such as use of reader/writers  
Workload management/organisation  
Use of assistive technology  
Self-advocacy

Proofreading skills may be taught but the Learning Adviser *will not* proofread your work for you.

Please also note that the Learning Advisers cannot advise on the content of essays, but will advise on structure, clarity, organisation and overall flow.

### **Level of Assistance**

Sessions depend on your individual needs and course demands. They can take place either before key hand-in dates or on a more regular basis. We will review the level of assistance with you at the end of each semester to ensure that we are facilitating independent learning.

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<sup>1</sup> Please note that there are limits to type of assistance able to be provided to international students.

## **Attendance**

Attendance is an important part of individualised tuition as this will ensure you build on the skills and strategies in a consistent way.

If you cannot attend a scheduled session, you must inform your Adviser *at least 24 hours before* your appointment. In unforeseen circumstances, such as unexpected illness on the day, please inform us as soon as you can. If non-attendance becomes an issue then you will be asked to meet with the Learning Adviser to renegotiate your level of assistance.

We will endeavour to send an automated or Outlook email reminder prior to your appointment, but please note that it is *your responsibility to attend scheduled appointments*.

## **Responsibilities**

### **Student:**

1. Attend scheduled appointments and turn up on time.
2. Take an active role in the learning process.
3. Complete any assigned follow up work.
4. If unable to attend a scheduled session, inform the Learning Adviser *at least 24 hours before the appointment*.
5. If unwell on the day, notify the Learning Adviser as soon as possible.
6. Recognise that ongoing non-attendance will result in a meeting to discuss a more appropriate level of assistance.
7. Inform the Learning Adviser if leaving the university or your situation changes.
8. Take responsibility for your own academic progress.
9. Maintain a high standard of personal conduct.

### **Learning Adviser:**

1. Provide a negotiated and flexible programme of academic assistance targeted to your learning needs and priorities.
2. Inform you in advance of the session if unable to meet at the agreed time.
3. Engage you as an active participant in the learning process and pursue learning outcomes that enable you to become an independent and life-long learners in line with the University's [Graduate Profile](#).
4. Provide advice and guidance on the use of specialist software, if appropriate.
5. Maintain a high standard of professional conduct.

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