



Role and Responsibilities of the Tutor

Role of the Tutor

The role of the Tutor is to plan, deliver and evaluate an effective programme of learning to accommodate the needs of all learners registered.

Responsibilities of the Tutor

1. Plan the programme of learning, to include:
 - i. Scheduling learning hours for subject areas appropriately
 - ii. Allowing adequate time for practical demonstrations and practical workshops
 - iii. Scheduling time for learner guidance and support, programme and learning reviews

2. Deliver the programme of learning to an appropriate standard, to include:
 - i. Use of a variety of teaching methods to accommodate different learning needs, abilities and experience
 - ii. Making arrangements for specific learner guidance and support
 - iii. Monitoring learners progress throughout the programme and provide feedback to assist learner development
 - iv. Ensuring all aspects of the CYQ syllabus including specified aims and learning outcomes are covered through the programme
 - v. Ensured access to appropriate support materials and resources
Please note: CYQ learning materials must be used if centre resources do not meet the required standard
 - vi. Checking availability of physical resources
 - vii. Make regular learning checks and actively involve learners in the learning process

3. Maintaining accurate records, to include:
 - i. Detailed lesson plans and programme outline
 - ii. Registers of learner attendance
 - iii. Records of learner non attendance and provisions to support learning
 - iv. Records of learner development, progress and support offered
 - v. Records of reasonable adjustments



4. Maintain an up to date knowledge of, and competence in the subject area(s) they deliver, to include:
 - i. Attending to own CPD
 - ii. Providing accurate and current information to learners for all programmes
 - iii. Ensuring the level of information provided is relevant to the award and appropriate for learner needs

5. Evaluate the learning programme, to include:
 - i. Mid and end term reviews
 - ii. Gathering feedback from learners and support tutors/assessors/IVs
 - iii. Listing action points to improve future delivery
 - iv. Recording evaluations and reporting these to team