

Personal Tutor Generic Points for Discussion with Students

	SCHEDULED MEETING 1	SCHEDULED MEETING 2
LEVEL 4	<ul style="list-style-type: none"> • Explain the personal tutor system in the Business School and how students can contact you • Ensure they are settling in effectively and run through/discuss the initial paperwork • Ensure they have access to all the necessary resources • Offer some personal reflection and encouragement to start the relationship process • Offer general academic guidance and advice in the context of the completed paperwork • Enquire about study skills / graduate skills / their CV to date 	<ul style="list-style-type: none"> • Review on progress from semester 1, offering general academic guidance and advice in context of completed paperwork and reflection on feedback • Discuss ways in which the student can improve their performance • Direct student to additional academic skills resources online and supporting workshop activity • Discuss their module choices for Level 5 • Advise about preparations for work placements and employability at Level 5 • Advise students that additional PT meetings are available during the semester at their request
LEVEL 5	<ul style="list-style-type: none"> • If the student is direct entry cover notes in stage 1, 1st meeting • Offer general academic guidance and advice in the context of completed paperwork • Review progress made during Level 4 and discuss their plans for Level 5 • Remind students that they will be receiving an invite to attend a brief one-to-one with Fran Armitage to advise about programme placement opportunities, and also the careers service resources that they can access. • Discuss any potential priorities / targets • Reflect on the weighting of Level 5 in relation to the final degree outcome • Remind students of the internal Level 5 student satisfaction survey that will take place during the semester 	<ul style="list-style-type: none"> • Review on progress from semester 1, offering general academic guidance and advice in context of completed paperwork and reflection on feedback • Discuss ways in which the student can improve their performance • Direct student to additional academic skills resources online and supporting workshop activity • Explore and plan their personal development / review their CV • Discuss their placements opportunities / choices • Discuss their module choices for Level 6 • Talk over their management project choices (or live event/consultancy life project) and/or preparation for placement year • Advise students that additional PT meetings are available during the semester at their request
LEVEL 6	<ul style="list-style-type: none"> • If the student is direct entry cover notes in stage 1, 1st meeting • Offer general academic guidance and advice in the context of completed paperwork • Review progress made during Level 5 and discuss their plans for Level 6 • Ensure students are engaging with the careers and employability service, and advise about placements opportunities • Discuss any potential priorities / targets • Encourage students to ensure their CV is up-to-date • Discuss degree classification and reflect on how they can achieve the best result possible 	<ul style="list-style-type: none"> • Review on progress from semester 1, offering general academic guidance and advice in context of completed paperwork and reflection on feedback • Discuss ways in which the student can improve their performance • Reflect on NSS questions and remind them of the NSS process • Ensure their CV is up to date and ensure students are engaging with the employability and careers service to support career progression and finding a job • Discuss future career plans beyond the course, and remind students to engage and keep in contact with the University via the Alumni network • Discuss with the student the option to provide a reference and ask the student to reflect on the key elements it might contain