



ATHROFA PADARN SANT
ST PADARN'S INSTITUTE

St Padarn's Personal Tutor Arrangements for B.Th. in Theology for Discipleship, Ministry, and Mission (Theology for Life)

The success of the personal tutor system at St Padarn's can be attributed, very largely, to the excellent informal relationships that exist between staff and learners and to the commitment of staff to the welfare of learners. The code of practice for personal tutors reflects this ethos of support.

Role of the Personal Tutor

Their role is:

- To provide a first port of call for learners' queries or direct them to the relevant person within St Padarn's.
- To be available to assist in their academic development.
- To work with the learner in partnership.
- To reinforce learner understanding of programme expectations as well as institutional policies and assessment regulations.
- To offer general pastoral support and refer / signpost learners to specialist learner support and advice services.
- To be available, subject to reasonable expectations, by phone or email during working hours. In addition, named tutors will be available for consultation at seminar days.
- To follow up on any academic issue, in consultation with the Registrar, that needs specialist support.
- To offer informed advice about programmes and modules and signpost further information.
- Liaising, as appropriate, with other staff that support the learner, as well as group facilitators.
- Providing an additional channel for learners to provide feedback and raise queries.

Code of Practice for Personal Tutors

Personal tutors are required to:

- Treat all learners with respect.
- Treat every learner as an individual with unique needs and aspirations.
- Respect personal information, and only to share information with others as is strictly necessary.

- Be proactive and reactive in combating discrimination, harassment, and bullying in any form.
- Be aware of the principles of equality and diversity.
- Be aware of their responsibilities within safeguarding.

Personal Tutor Entitlement

A Personal Tutor is entitled to expect that St Padarn's will:

- Place high priority on the value of personal tutors.
- Provide access to specialist help and assistance in dealing with particular issues.
- Provide an induction into the role for all new Personal Tutors.
- Offer appropriate staff development opportunities.

Learner Entitlement

A learner is entitled to expect that his / her Personal Tutor will:

- Work with the learner in his / her best interest.
- Treat each learner as an individual who has unique needs and aspirations.
- Respect personal information, and only to share information with others as is strictly necessary, and with the utmost sensitivity.
- Promote personal growth and the development of each learner.
- Offer impartial information, advice and guidance on any matters affecting the learner's relationship with St Padarn's.
- Liaise with Learning Support to organise support for any identified learning needs.
- Make himself / herself available at designated times for consultation.

Allocation of Personal Tutors

Within the B.Th. programme, the named tutor with responsibility for the programme within a diocese will act as a personal tutor for the learners. The role and contact details of the named tutor, as well as a general overview of all the services on offer including learning support, is communicated to the learners via the B.Th. handbook, is recorded on Moodle, and noted during the induction programmes and seminar days. For learners who are also training for ministry, they will be allocated additional tutors to assist them with the other aspects of their practical training, and this information will be noted on their record of formation.

Welsh Speaking Tutors

A learner is entitled to a Welsh speaking tutor if they request it. Requests should be emailed to the Programme Leader on registration