

Tutor Intervention (HE08E)

1	Meeting Date	
a	Person(s) Present	
b	Pre meeting notes on engagement risk factors	
	Attendance Canvas Work Completion Other	
c	Notes taken during meeting on above	
2	Targets set to engage in learning (SMART) (At this stage attendance targets only)	
	Actions to be completed by the student	

Extract from HE08

4.0 Attendance and Engagement of students

4.1 Attendance has a direct relationship to the likelihood of a student's success in higher education. However, there are times when engagement may be used as a measure of commitment to a programme. These measures can include:

- i. completion of summative assessment work;
- ii. completion of formative assessment work;
- iii. completion of tasks set to the whole group on the VLE;
- iv. completion of work set for an individual student;
- v. student evidencing reading and work beyond that set by the tutor.

4.5 Principles of professional judgement underpin decisions made whether to make further interventions to reengage students. This process if student's engagement levels do not change may lead to withdrawal of students.

4.8 If a student's engagement fails to improve or they continue to attend below the desired level. The following process should be followed:

- i. The student should be sent an attendance and engagement Stage 2 warning email HE08B;
- ii. The student must meet with the Programme Leader within 7 days of receipt of the email;
- iii. During the meeting the form HE08E must be completed, uploaded to Pro-Monitor and emailed to the student;
- iv. If the student fails to meet the team then the form is filled in by the Programme Leader in their absence, stored on Pro Monitor, and sent to the student.
- v. Targets set under this form could make reference to methods of engagement specified in 4.1.