

Re-Vision diploma training in integrative transpersonal counselling

The role of the tutor – notes for guidance

Tutors and tutor groups

Your role as tutor will normally be to half the students in training providing that numbers permit for two groups.

As a tutor your role will include pastoral, educational and assessment functions:

A) pastoral

- time for checking in and building inclusion and trust in group
- issues arising from being in a group or in the training
- modelling good boundary-keeping for students
- support and guidance in writing
- individual tutorials for pastoral and/or academic support

B) educational

- clarification of ideas from weekend
- clarification of assignment through group discussion before writing
- discussion of set books read by students
- individual tutorials to help with assignments or case studies

C) self and peer assessment

- general education in the art of giving feedback
- clarification of the purpose and means of self-monitoring
- guiding mid-year verbal peer-feedback on summary self-assessment
- guiding end-of-year written summary of self- and peer-assessment

Students' course fees cover one tutorial per year at £47 per hour. Please invoice for any such meetings, at the end of the month, when invoicing for scheduled tutor groups. Students are encouraged to have at least one individual tutorial meeting per year to discuss their progress or any difficulties that they are experiencing. Additional tutorial meetings should be arranged with you independently. These are paid for by the student at a rate to be advised.

Tutors will be giving written feedback to the students in their tutor group on the three written assignments that they are set during Stage 1. These are paid at £15 per essay.

The midyear tutor group will be given over entirely to the assessment process. Feedback will be offered if there is concern from the trainers to a student. This should give time for remedial action to be taken where necessary before the end of year individual assessment with the training team. The final tutor group will be similarly given over to the assessment process.

You will not be required to make formal assessments of individual students' progress within the training thereby giving more freedom and confidentiality to the tutor-student relationship. You are requested to produce a written report on your group's assessment and study process as a whole which should be made known to the tutor group before students' individual assessments at the end of the year.

You will be a significant point of email contact for your tutor group, for questions/concerns relating to the course, for which they want some clarification/support.

You will keep a boundary of confidentiality around what is brought to tutor groups and individual tutorials, unless there are exceptional circumstances that mean you judge it advisable to breach that confidentiality and make the stage coordinator aware of your concerns. An example would be, if it was revealed only in a tutor group that a romantic/sexual relationship between 2 individuals in a training cohort had developed and acted on. For further guidance on breaching tutor confidentiality see student hand book.