

Four things you need to know as an academic personal tutor

We have put all the useful information in one place to help APTs prepare for the year ahead.

1. **BOOK your place on [Essential training for academic personal tutors \(APTs\)](#)**. So far, around 400 colleagues have signed up. There are a range of dates and times available from July to September. Sessions last 90mins and provide the opportunity to find out more about our new digital tools - PebblePad/ATLAS, StREAM@Leeds, and MS Bookings – and how they support APTs, signposting to additional sources of support, as well as exploring the refreshed approach to LeedsforLife.

2. **We've defined an APT role overview to help guide you in your day-to-day tutoring. For clarity, we have split it into three areas:**

Academic: your role here is to signpost your student to the relevant areas for support, nothing more. You're not expected to give detailed information about programmes, that's for the Programme Leader and SES.

- You should help your tutee make sense of their formal curricular and cocurricular progress, help them act on academic feedback and support academic aspects of personal development.

Personal: you're not required to set the agenda for meetings. It's for your tutee to set their own agenda, with support where needed.

- You can help your tutee to develop a "sense of belonging", to feel at home on their Programme and in their School.

Tutoring: a key part of your role. Please make sure you have the support you need to be a good AP Tutor.

- It is the University's responsibility to ensure you have the time, training and support to be a good AP Tutor. You should also be rewarded and recognised for your efforts.

3. **[WATCH a short video explainer by James Pickering, Academic Lead for Learning Analytics implementation](#)**, who focuses on how the

[Learning Analytics system works for academic personal tutors, the processes involved and how we continue to improve on previous systems.](#)

4. **YOUR SCHOOL is developing a [template to outline the academic personal tutoring provision](#)**, This template is based on pedagogical research undertaken as a LITE fellowship and will be shared with students through Welcome, Induction, Transition. **To find out more contact your DSE/APT lead.** Some schools may have already finalised their template.