

# EKURHULENI EAST TVET COLLEGE

## PEER TO PEER POLICY

### DOCUMENT CONTROL SHEET

POLICY TITLE/NAME	VERSION	DEPARTMENT OR CREATED BY
EEC PEER TO PEER POLICY	EEC-REG/PPP-01	DEPUTY PRINCIPAL – REGISTRATION SERVICES
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		EEC – QUALITY MANUAL

### VERSION CONTROL

TABLE OF AMENDMENTS			
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Control of Changes			New Policy

### DOCUMENT APPROVAL

THIS DOCUMENT HAS BEEN APPROVED FOR USE BY:		SIGNATURE & DATE
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## EKURHULENI EAST TVET COLLEGE PEER TO PEER POLICY

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## 1. PURPOSE

The purpose of this policy is to establish a procedure to facilitate peer-to-peer tutoring.

## 2. GOAL AND OBJECTIVE OF THIS POLICY

The goal of the Policy is to have clear Guidelines that govern the Peer to Peer programme, ensuring a positive impact on the pass and success rates of our students and improve student retention rates. It is recommended that students who need to enhance academic performance as well as those identified from the placement test should register for the tutoring sessions.

The objectives include:

- A centralised system for the management of the tutorials
- A comprehensive training programme throughout the year
- Observation via class visits and report writing by the tutors
- A feedback and evaluation system

## 3. SCOPE OF THIS POLICY

This policy applies to all current students of Ekurhuleni East TVET College

## 4. POLICY STATEMENT

Ekurhuleni East TVET College policy on peer-to-peer tutoring represents a supplement to academic support services provided by the Student Support Services Department. The program serves the dual purpose of providing an opportunity for tutors to reinforce their knowledge and critical thinking skills while simultaneously helping their peers achieve the same goal. Students requiring this assistance may be referred by the lecturer, by the Head of Department, the Programme Manager, Student Support Services Personnel, SRC or voluntarily.

## 5. PROCEDURE

SRC, Students, lecturers, Programme Managers, HODs or SSS personnel may request tutoring assistance at any time and are encouraged to do so at the earliest indication of difficulty in a subject/s.



## 6. REQUIREMENTS TO BECOMING A TUTOR

In order to offer tutoring service at the EEC the following should be complied with:

1. Apply to become a tutor at the CRC offices
2. Complete and sign a tutor contract with the College
3. Sign a Tutor declaration form

## 7. CRITERION FOR A PEER-TO-PEER TUTOR

A tutor for peer to peer programme should meet the following criteria:

- i. The tutor must have a grade of 80% or above on the most recent summative exam and on any subsequent formative exams.
- ii. The tutor must have at least a minimum of 80% attendance for the previous academic year.
- iii. The tutor must maintain 80% attendance in the current academic year.
- iv. Dedication and determination is considered as additional advantage.
- v. Has to be one who has passed the level they want to tutor.
- vi. Former students who were at the college in the previous academic year
- vii. Former students who have been actively involved in the tutoring programme

## 8. CHARACTERISTICS OF A TUTOR

Overall, the ideal Tutor is someone who:

- i. Relates well with the lecturer of the subject s/he wishes to tutor
- ii. Treats fellow students fairly without bias
- iii. Exhibits good communication skills
- iv. Relates teaching and laboratory/practical work to own knowledge and practice
- v. Is supportive and reassuring towards students
- vi. Is helpful but also constructively critical
- vii. Is approachable and human.
- viii. Remembers that s/he was once a first year student.
- ix. Always on time and prepared.
- x. Encourage students to develop good examples/discover examples provided in the textbook
- xi. Ask leading questions to help students learn and understand the material.
- xii. Focus the session on the process of learning rather than on the correctness of the answer.



## 9. TUTEE RESPONSIBILITIES

- i. The student requesting tutoring (the Tutee) must contact the Office of Student Support Services for a list of currently available tutors.
- ii. The tutee is responsible for contacting and arranging sessions with the tutor.
- iii. The tutee is expected to be punctual and prepared for every tutoring session.
- iv. The tutee is required to report any concerns or challenges regarding the tutor or the tutoring sessions to the Office of Student Support Services.
- v. If the tutee misses more than 3 sessions without any valid reason, the tutee will forfeit the tutoring sessions.

## 10. TUTOR RESPONSIBILITIES

- i. The tutor must be available at least five (5 hrs) hour per week for tutoring sessions, and must be reasonably accessible by phone or e-mail for scheduling tutoring sessions.
- ii. The tutor must create individualised content tutoring to assigned tutees.
- iii. The tutor together with the SLO to develop and maintain a tutoring schedule convenient to both tutor and tutees.
- iv. The tutor must provide skills to the tutee that will assist in the improvement of academic performance which will include study strategies, note taking skills and approaches to answering test questions
- v. The tutor must obtain approval from the Office of Student Support for additional tutoring hours.
- vi. The tutor must record all tutoring sessions on the **Peer Tutoring Tutor Report form** and submit it to the Office of Student Support Services weekly for monitoring/progress purposes.
- vii. The tutor is required to report any concerns or challenges regarding the tutee or the tutoring sessions to the Office of Student Support Services

## 11. JOINT TUTOR/TUTEE RESPONSIBILITIES

- i. Tutor and tutee must review and discuss the Peer Tutoring Policy.
- ii. The signed agreement form should be submitted to the Office of Student Support Service.
- iii. Breach of the Peer Tutoring Policy stipulations by either party may constitute a violation.
- iv. Complete the stress management questionnaire



## 12. TERMINATION OF THE TUTORING CONTRACT WITH THE TUTOR

The tutor contract will be terminated should the Tutor(s):

- i. academic performance drop
- ii. not display commitment and consistency
- iii. violate the code of conduct
- iv. misses two sessions without any valid reasons
- v. solicits or accepts bribes from tutees
- vi. request to be removed from the programme

## 13. STUDENT SUPPORT SERVICES RESPONSIBILITIES

The following are the responsibilities of the student support services in ensuring the success of the peer to peer programme:

- i. Facilitate the organising of peer to peer tutors
- ii. Avail resources for tutors such as:
  - ✓ Stationery
  - ✓ Registers
  - ✓ Classes etc.
- iii. Compile Tutor Timetable in consultation with Tutors
- iv. Monitor the peer to peer classes
- v. File registers
- vi. Compile reports
- vii. Evaluate the progress of the programme
- viii. Liaise with relevant subject lecturers, HOD and/or the DCM in supporting and guiding the Tutor
- ix. Provide the necessary support to the tutors including but not limited to additional training support for effective tutoring
- x. Assist in resolving challenges faced by both Tutor and Tutee
- xi. Assist with psychosocial support for tutors and tutees
- xii. Conduct orientation/induction prior the tutoring sessions

## 14. PRIVILEGES OF THE TUTORS

The privileges that will serve as a token of appreciation to the tutors as determined and approved by the College Council shall be:

- i. 2x College Branded T-shirt and a cap (for visibility);



- ii. College branded name tag
- iii. Stationery for tutors to fulfil their task;
- iv. Invite to an Award appreciation day (Yearly event);
- v. Monthly stipend as stipulated and approved by the College Council

## 15. REVIEW OF THIS POLICY

This policy will be reviewed as and when necessary

**ATTENDANCE REGISTER FOR TUTORING SESSION**

**ADDEMDUM 1**

**TUTOR NAME & SURNAME:** \_\_\_\_\_

**DATE OF SESSION:** \_\_\_\_\_

TUTEE NAME AND SURNAME:	VENUE:	SUBJECT	SUBJECT LEVEL:	TIME	SIGNATURE

TUTOR SIGNATURE \_\_\_\_\_

MONITOR (SLO) \_\_\_\_\_

SIGNATURE \_\_\_\_\_



## ADDENDUM 2

### TIME TABLE FOR TUTORING SESSIONS

TUTOR NAME AND SURNAME:	VENUE:	PROGRAMME	SUBJECT	SUBJECT LEVEL:	SESSION TIME	
					DURING COLLEGE HRS	AFTER COLLEGE HRS

\_\_\_\_\_  
Tutor Name and Surname

\_\_\_\_\_  
SLO Name & Surname

\_\_\_\_\_  
CM/DCM Name & Surname

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Signature: