

121 Support Initial Session

Prompts to tutor/mentor for initial session	
I N T R O	<p>1 In 2-3 sentences, introduce self and The Learning Support Centre and explain the main objective of the meetings and that the sessions are kept confidential – to get to know the student.</p> <p>“The aim of the sessions is to focus on any areas that are barriers to your learning, supporting you to overcome these barriers by developing strategies to support you to successfully complete your degree and move into your chosen career.”</p>
L I S T E N	<p>2 Ask the student to talk about him/herself, including:</p> <ul style="list-style-type: none"> • Reason for interest in course. • Future aspirations – career and personal (e.g., travel, sport). • Past successes – academic and personal. • Previous support in education/workplace • Successful strategies for studying. • Areas of difficulty, especially in relation to the requirements of the course • Areas of priority for sessions. • Take down a list of the students’ deadlines to feed into weekly sessions.
3	Offer to review Assessment of Needs or SpLD diagnostic report to clarify any points (e.g., terminology) if student wishes.
4	Explain how support will fit in with the individual requirements of the student, as identified in (2).
5	<p>Briefly explain administrative points, including:</p> <ul style="list-style-type: none"> • Number of hours of support allocated. • Confidentiality. • Terms of service agreement (24 hours’ notice required of change / cancellation of appointment including 2 cancelled sessions without justification can lead to support being stopped for the duration of the term). • Timesheet to be signed at the end of each session. • Inform client of regular feedback procedure and of contact for compliment or complaints: info@learningsupportcentre.com
6	Commence support – if there is not time to do this during the first meeting, arrange a follow-up meeting as soon as possible.
7	Complete and explain the Workplan and agree content (to be completed at the first or second session/reviewed at key points in the academic year) Please remember to sign the Workplan.