The Personal Tutoring team is here to provide you with the guidance, coaching and support you need to progress and succeed in your studies. Our team is dedicated to helping you receive the support you require to thrive in the academic journey on which you have embarked at GSM London.

To get in contact with a member of the Personal Tutoring Team, see contact detail below:

- Adrian Briggs  
  Adrian.Briggs@gsmlondon.ac.uk  
  Greenwich

- Mansoor Hussain  
  Mansoor.Hussain@gsmlondon.ac.uk  
  Greenford

- Pauline Campbell  
  Pauline.Campbell@gsmlondon.ac.uk  
  Greenwich

- Dickson Esonarae  
  Dickson.Esonarae@gsmlondon.ac.uk  
  Greenwich

- Kayode Ademola  
  Kayode.Ademola@gsmlondon.ac.uk  
  Greenford

- Lodi Kasongo  
  Lodi.Kasongo@gsmlondon.ac.uk  
  Greenford
When you join GSM London and at the start of each semester, you are allocated a Personal Tutor to act as your point of contact with academic staff, your coach and your guide towards academic success.

Personal Tutoring is provided as part of your programme to help you understand what it means to study for a degree and help you develop skills and strategies to cope with the inevitable pressures of balancing your study with other life commitments.

As you progress further through your programme you continue to have Personal Tutoring support appropriate to your Level of study.

Personal Tutoring gets you off to a quick start in becoming an independent and effective student. The group tutorials provide practical advice on how to use College services, exercises to identify and use your talents and explanations of College assessment procedures.

Activities in group tutorials also help you get to know other students and your Personal Tutor better and build support networks. There are also opportunities for Student Reps to receive your feedback and suggestions for College improvements.

Individual tutorial appointments with your Personal Tutor allow you to express any concerns at an early stage and explore solutions together. They are also an opportunity to discuss your aspirations and professional development while studying at GSM London.

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The Role of the Personal Tutor

Key Contact
Your Personal Tutor is your key contact at GSM London, supporting you in getting the most from your programme, performing at your best and achieving your goals. The Personal Tutor gives you access to academic staff and the College network of information, advice, guidance and support services.

Guidance, Coaching & Support
Your Personal Tutor provides you with guidance, coaching and support to help you progress and succeed in your studies. You are allocated a Personal Tutor who is responsible for:

- Taking an active interest in your personal academic journey
- Delivering group sessions covering strategies for success in your studies
- Motivational coaching, emotional support and encouragement
- One-to-one Meetings to discuss academic progress and pastoral issues
- Providing you the opportunity to discuss personal and professional development plans.

Meeting your Tutor
One-to-one meetings may be booked with your Personal Tutor throughout the semester and used to discuss:

- Academic progress
- Personal performance
- Guidance on assignment strategies
- Feedback given by Tutors
- Pastoral and personal issues
- Future plans and goals

Group Tutorials

Personal Tutoring Tutorials
Group Tutorials are delivered by your Personal Tutor and are usually one hour long – please check your timetable on the Student Portal for scheduling details.

Themes
Group Tutorials at each Level of study are themed to reflect your needs as you progress through your student journey:

- **Level 3**, when you are new to higher study, the theme is ‘The Higher Education environment, expectations, modes of study and signposting to specialist services’.
- **Level 4**, when you are expected to demonstrate critical and independent thinking, the theme is ‘Developing analytical, evaluation and reflective skills’.
- **Level 5**, when you are mid-programme, challenged and under pressure, the theme is ‘Motivation, efficient learning strategies and coping strategies’.
- **Level 6**, when the end of the programme is in sight and your focus is on achievement, progression and moving on to the next stage, the theme is ‘Preparing for the World of Work’.

Topics
The Personal Tutoring Group Tutorial programme for each Level is delivered in a series of weekly topics, each of which has a clear purpose and outcomes, linked back to the main theme for the Level. All are designed to help you in some way with your study, your wellbeing or your future.

Topic Choices
For Group Tutorial programmes at each Level, some topics are ‘core topics’ while others are ‘topic choices’ and the class can choose the topic to be covered from a list of options.
Individual appointments with your Personal Tutor are an opportunity to talk in confidence with a member of staff who takes a personal interest in your success and wellbeing.

One-to-ones allow you to express your concerns at an early stage and get practical help to take corrective action to avoid unnecessary stress and demotivation.

You can talk to your Personal Tutor for general support or to talk about:

- How you are progressing
- Guidance on tackling your assignments
- How to act on feedback
- How to improve your marks
- How you can apply your Strengths
- How you can manage your weaknesses and build your skills
- Time management and coping with competing priorities
- Personal circumstances affecting your studies
- Advice on where to go for help
- Opportunities for personal development

Booking a One-to-One
To book a one-to-one appointment, go to the ‘Personal Tutoring for Students’ module on GSM Learn. In the Bookings for 1:1 Appointments section, click on your Personal Tutor’s name in the list. Select a day and time slot that does not clash with your timetable and click the Save button.

Module Page Content
You can access the following content on the Personal Tutoring module page:

1. Introduction to Personal Tutoring
   General information about the Personal Tutoring programme.

2. Performance Toolkit
   Resources to help you: monitor your effort; increase your motivation; organise and plan; learn efficiently; research and develop your assignment; and reflect and improve your performance.

3. Self-Help Guides
   Practical guidance on how to follow College procedures to address a wide range of issues.

4. Bookings for 1:1 Appointments
   Online system for booking one-to-one appointments with your Personal Tutor.

5. Level/ Semester Sections
   Downloadable group tutorial slides, worksheets and activities, organised by Level/ Semester and teaching week.

6. Useful Links
   Links are provided to useful module pages and online resources to support your academic studies. There is also a link to the GSM London Policies page of the College website.
E-mail Support

Contacting Your Personal Tutor
At the start of the semester you should receive an e-mail from your Personal Tutor introducing themselves and giving contact details. These will also be passed on by Personal Tutors at their first Personal Tutoring group tutorial with you.

You can contact your Personal Tutor directly with any queries about your work or personal issues affecting your studies. Academic staff are usually very busy and so please do allow at least 24 hours for a response from your Personal Tutor.

Personal Tutoring Mailbox
You can also contact the Personal Tutoring service using the dedicated e-mail: personal.tutoring@gsmlondon.ac.uk
This mailbox is monitored by the Personal Tutoring Team who will respond to your enquiries.

You may wish to write to this mailbox for the following reasons:
• To find out the name and contact details of your Personal Tutor if they have not made contact
• If you have not had a reply from your Personal Tutor after 24 hours
• For help in gaining access to the ‘Personal Tutoring for Students’ module page
• If your enquiry is of a serious nature or requires urgent action
• If you are unhappy with the Personal Tutoring service you are receiving
• To provide feedback

Support Service
In addition to group tutorials, one-to-ones and email support, there is also a Personal Tutoring drop-in service on both campuses which provides you with an obligation-free opportunity to ‘drop-in’ at prescribed hours each day to seek academic support, guidance and assistance in relation to your studies or if you wish to speak to a Personal Tutor about any pastoral related issues.

Benefits of the Service
• No appointment needed
• Immediate access to a Personal Tutor
• The opportunity to speak to a Personal Tutor confidentially to discuss concerns and explore resolution
• Enquire about college support services and be directed to the appropriate person or department
Student Testimonials

Was useful and helped me to understand and structure my work

It helped me to know where to go to when I need help

Very supportive, engaging and motivating and a well enjoyed class

Personal Tutoring gave me an opportunity to ask questions

Made me believe in myself

I have been able to gain my confidence

Notes