Approved Teachers, **Approved Tutors**, Approved Markers and Approved Demonstrators Scheme

**Definition of Approved Tutors**

- Approved Tutor status is required of anyone engaged in *five or more* contact hours for one course. This does not apply to f-t/p-t staff appointed in terms of Ordinance 16, i.e. it does not apply to anyone with a University contract of employment.

- Level of duties determines whether a person is eligible for Approved Tutor status, details of which are outlined in [Ordinance P6](#).

- Approved Tutor status is given by the Head of School, but may be delegated to Directors of Learning and Teaching/Directors of Academic Quality.

- Approved Tutor status can be given up to a maximum of either one or three years. All approvals expire on 31 July of the respective year.

- It is expected that recommended training will be completed no later than six months following the take up of the appointment. Training must be completed in advance of a re-application.

- It should be noted that new Approved Tutors will normally require a certain degree of training before commencing with their duties, unless they have evidenced extensive previous tutoring experience within their application.

- It is the responsibility of the Academic Registry to notify the [Centre for Academic Leadership and Development (CALD)](#) of candidates who, on the advice of the School, require training in order to effectively perform their duties.

- It is the responsibility of CALD to ensure that Academic Registry is notified of completed training.

- If tutoring is to continue beyond the expiry period a re-application must be made following the same procedure.

- Please follow the relevant links to obtain copies of the Approved Tutor [application procedures](#) and [application proforma](#).

*Jenny Walker, Quality and External Partnerships Officer*