



**Policy Name:**

**Academic Support Policy**

**Policy Applies to**

AA & QA - HODs – Trainers  
– Trainees

**Department**

**Academic Affairs**

**Trainees Support Services**

**Policy Code:**

### 1. Policy Statement

SEA recognizes the academic strengths and weaknesses of students, assists students in acquiring fundamental skills in a supportive, professional atmosphere, and offers academic support to the trainees at various points in their training journey.

### 2. Policy Objectives

- Bridging the gap between secondary and tertiary/vocational education
- Ensuring that all trainees are supported with services that enhance their knowledge attainment and skills development
- Enabling trainees to attain an appropriate level of achievement which reflects the required academic/vocational standards

### 4. Procedures:

- Equipping the Academy with different sources of training resources; e.g reference books, LMS, technology based resources
- Applying differentiation methodology in teaching
- Introducing a Study Skills Module during the English Language Preparation Phase including time management, note taking, organization skills, note taking....etc.
- Starting an Individual Developing Program (ILP) through assigning each trainers a group of trainees to guide and monitor them to identify and achieve specific goals/objectives through their training journey.
- A minimum of 2 meetings with each trainee will be scheduled each semester as follows:
  - 1<sup>st</sup> meeting: Trainee sets and discusses with a trainer a minimum of 2 objectives and action plans
  - 2<sup>nd</sup> meeting: Trainee evaluates achievement of the objectives

### 5. Resources

- ILP Form
- Study Skills Course Outline