your pathway to

supporting students.

step 1: set your availability
You will receive access to our virtual assistant, Alex, to record your availability for student support sessions.

step 2: student matching
We will match you with students based on your availability and experience.

step 3: initial session booking
To ensure continuity of support for the student, we will book the first four sessions with your new student.

step 4: confirm first session
Please contact the student before the first session to confirm their attendance or reschedule if necessary.

step 5: meet your student
During the first session, you will meet the student, understand their needs and course details, and establish their academic goals for the year.

step 6: develop learning plan
Collaborate with the student to develop an individual learning plan to guide your sessions together.

step 7: submit timesheet
After each session, you are required to submit your timesheet for approval, including a summary of the session, within 24 hours.

step 8: payment
Your timesheet will be sent to the student for approval. Once approved, you will be paid for the session in the following payroll run.

important notes:

Keep Availability Updated: Continuously update your availability using our virtual assistant, Alex.
Student Engagement: Students who engage in regular support sessions tend to have a more positive academic experience.
Unresponsive Students: Please notify us if you have attempted to contact a student three times without a response.
Accurate Session Summaries: Detailed work plans enable us to regularly update universities on student progress. Please create accurate summaries of your sessions.
Bulk Scheduling: We recommend that support workers bulk schedule sessions with students who require support at the same day and time each week for all your students.

questions?

Please contact us at 0161 247 8800 or email studentsupport@randstad.co.uk

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professional

partner for talent.