

# **GUIDE FOR TUTORS**

## **2022**

**Tutor Liaison Officer**

Jo Turnbull

[jolouie13@gmail.com](mailto:jolouie13@gmail.com)

Ph: 0411 114 950

**U3A Office Hours at Senior Citizens Centre**

**16 Price Street Torquay**

**Fridays 10.00 am to 12 noon during Term time**

**Ph: 0435 374 139**

**[www.u3asurfcoast.org.au](http://www.u3asurfcoast.org.au) [info@u3asurfcoast.org.au](mailto:info@u3asurfcoast.org.au)**

## Contents

1. INTRODUCTION.....	3
2. TUTOR OBLIGATIONS.....	3
3. WEBSITE AND DATABASE .....	4
4. VENUES.....	4
5. COMMUNICATION .....	5
6. PLANNING and CONDUCTING CLASSES.....	6
7. SOME PRACTICAL TIPS FOR CONDUCTING CLASSES.....	6
8. PRINTING AND COPYING .....	7
9. EQUIPMENT .....	8
10. INTELLECTUAL PROPERTY (COPYRIGHT) .....	8

## 1. INTRODUCTION

U3A Surf Coast values the contribution made by our volunteer tutors. Without tutors, there would be no U3A.

This guide is designed to assist tutors in planning and conducting courses. It is by no means comprehensive, but it will alert you to serious legal obligations as well as less serious reminders and tips for conducting classes.

## 2. TUTOR OBLIGATIONS

Even though all work for U3A is voluntary, that does not exempt us from statutory obligations relating to privacy, health and safety, risk management, sexual harassment, bullying and discrimination.

U3A SurfCoast will not tolerate any form of sexual harassment, bullying or discrimination. If a tutor becomes aware of an incident or complaint they must immediately report it to Tutor Liaison Officer who will follow up appropriately in accordance with our policies and procedures.

Tutors must refrain from any comments or actions that may be seen as promoting a personal ideology or business interest.

U3A SurfCoast has adopted the U3A Network policies and procedures which are available on the **About Us** page on our web site.

U3A tutors are covered by appropriate insurance including personal accident and public liability. Details may be found on the U3A Network Victoria website - [www.u3avictoria.com.au](http://www.u3avictoria.com.au).

### **3. WEBSITE AND DATABASE**

Our website ([www.u3asurfcoast.org.au](http://www.u3asurfcoast.org.au)) is the primary source of U3A Surf Coast information for members and for the wider community. Tutors have special access through the website to our database (U-MAS). Go to 'Login' and select 'Admin/Tutor login' then enter your Member Number and password to access student lists, venue information, class dates, absences and emergency contact details for each student.

Use the database to check enrolments, send emails to class members, and to print attendance lists. Refer to *U-MAS for Tutors* guidelines in Tutor Notes on the website.

The personal information gathered and stored on the site, respects the privacy of individuals and is collected and stored for functions and services consistent with the rules of U3A Surf Coast. Tutors also have a duty to respect the privacy of personal information shared in class.

### **4. VENUES**

We endeavour to allocate the best available venue to each class, taking into account the special requirements of the tutor. If you experience any problem with the venue allocated to you please bring it to the attention of the Tutor Liaison Officer, preferably before the course commences.

At the beginning of each term check with Tutor Liaison to be sure you know how to gain access to the room and to check that conditions are safe, clean and appropriate for the class. You are responsible for opening and closing your classroom. Return furniture to its original position if necessary, and ensure

that the room is neat and tidy when you leave.

## 5. COMMUNICATION

A tutor briefing session will be held each year, and there will be other functions where tutors can share experiences and assist with future planning. Please use Tutor Liaison as your first point of contact for any concerns throughout the term – email is the best method of communication for most matters.

You can use the **email** facility in U-MAS to communicate with your students. Before your first class for the term, please confirm with your students the start date, venue and anything else that you might like them to know before the course begins.

You will receive automated emails to notify you about absences, withdrawals and additional enrolments once the term commences.

If you need to cancel a class, it is your responsibility to inform students and the Tutor Liaison Officer as soon as possible. The office team can help if needed - email [info@u3asurfcoast.org.au](mailto:info@u3asurfcoast.org.au) or phone 0435 374 139.

If you are unable to attend a scheduled class and wish to nominate a person to run the class in your absence, it is important that this person is registered with us. You may wish to record a second person as an ongoing co-Tutor or Course Leader when you set up your course.

The Management Committee welcomes photographs and stories from tutors and their classes. This helps to prepare newsletters and stories for the media.

## **6. PLANNING and CONDUCTING CLASSES**

Major course planning takes place during Term 4 each year, and is updated for each term's program. Each year a course proposal form should be completed and submitted to the Tutor Liaison Officer in time to schedule classes. This form is available on the Tutor Notes page of the website.

Tutors are free to decide what will be included in their courses, and they should teach in accordance with their course outline so that the expectations of students are met.

It is important that classes are conducted in a safe environment to minimise the danger of accidents and incidents. If an accident/incident does occur, it must be reported to the Tutor Liaison Officer.

Classes are generally restricted to members enrolled in the course unless special arrangements are made with the tutor. Non-members are welcome to attend Occasional Lectures as guests.

Tutors and members are encouraged to wear name tags in all classes. The tags serve for identification purposes and provide contact information in case of accident or other incident. Name tags for new students will be prepared and distributed as soon as possible after enrolment.

Tutors must mark a class roll using the printed attendance report which is available in the Reports/Enrolments section of the database.

## **7. SOME PRACTICAL TIPS FOR CONDUCTING CLASSES**

Class members should be respected as adult learners who expect to be treated as equals and to have the opportunity to

voice their opinions.

- a. In your session, discuss what will be covered in the course and establish what members expect.
- b. Ensure that the room is set up appropriately.
- c. At the start of the course introduce students to each other and introduce yourself.
- d. Tell students if refreshments are available and where the toilets are.
- e. Don't talk too much or give too much data. Body language of class members will tell you how things are going.
- f. Tone and language should be friendly and clear, but sometimes you may be required to be more forceful, particularly if you sense that the conduct of the class is being disrupted.
- g. Listen to class members and try to involve everybody.
- h. People learn by doing, seeing, listening, discussing and reflecting. Try to incorporate these into your class.
- i. Summarise what has been covered in the class and if possible be available to discuss any issues or comments.
- j. If you find you are having any difficulty in conducting your class, talk to Tutor Liaison Officer.

## **8. PRINTING AND COPYING**

U3A Surf Coast has a colour laser printer which should be used for printing and copying. Material can be photocopied from a master sheet or printed from a USB memory stick. Printing requests may be left with relevant instructions at the U3A office at 16 Price Street Torquay on Friday mornings. Please

give appropriate lead time for this work.

## **9. EQUIPMENT**

A laptop computer, iPad, PA system and CD players are available and may be booked through the Tutor Liaison Officer. If new equipment or other materials are required, tutors must arrange purchases through the Tutor Liaison Officer.

Some venues have electronic equipment such as a data projector and smart TV, and classes needing such facilities will be allocated to appropriate rooms.

Please follow the instructions for using data projection equipment and do not attempt to 'fix' a problem – call on the venue staff for assistance.

## **10. INTELLECTUAL PROPERTY (COPYRIGHT)**

Materials used in classes are subject to the rights of the copyright owners. Please ensure the rights of copyright owners are not infringed.

### **Print material (e.g. books and articles)**

U3A is classified as an adult education provider, and has a statutory education licence number: SE5197 which enables members to make copies in photocopy and electronic formats. This number must be printed on all copies made.

### **Films, DVDs, Music**

You do not generally need permission to screen a film or DVD in class for educational instruction provided that the screening is not-for-profit, is not open to the general public, and is not shown purely for entertainment purposes. Make sure the DVD is not an infringing (pirated) copy.

A Community Music Group licence is held by U3A Network. This licence covers the use of music in classes.

If you have any questions about Intellectual Property, contact Tutor Liaison Officer.