



U3A Creswick and District

Tutor Manual

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Welcome to U3A Creswick and District in your role of Tutor and we thank you for your willingness to share your time and knowledge with our members. *Without our tutors there would be no U3A!!*.

The following information is designed to assist you to become acquainted with our organisation and gives some guidance concerning our operations.

U3A Creswick and District is part of a worldwide, self-help organisation providing people in their third age (usually retired but not always) with **FUN** learning and social activities. We are all volunteers and U3A Creswick and District is a not-for-profit, incorporated organisation.

We are passionate about positive ageing and the benefits of social and intellectual stimulation for people in the "third age". We hope you will enjoy being part of our efforts to foster this.

We welcome you to our group and wish you every success and lots of enjoyment in your association with U3A Creswick and District.

2. Governance:

U3A Creswick and District Inc. is governed by a Committee of Management that is elected each year and meets on the fourth Thursday of the month between 3.30pm and 5.00pm.

The engagement of tutors , organising the promotion of new courses, the day to day scheduling of classes and obtaining feedback from students is the role of the **Class Coordinator** and he/she will be your principal contact. For a copy of the current Committee of Management Members and the Class Co-ordinator information please

contact the Secretary. In order that you are covered by our insurance it is necessary to become a member of U3A Creswick and

District however if you are not able to partake of other classes/activities offered you may become an Honorary Member. Your application must be completed before your first class.

4. Guidelines For Tutors.

You have the freedom to develop the content and format of your course as per your course proposal. It is expected that the class will be conducted in accordance with adult learning principals, enable respectful participation by all students and accommodate a variety of learning style. At all times we expect that you will protect the good name and reputation of U3A Creswick and District

Self Promotion:

Tutors are not permitted to promote any activity or undertaking from which the tutor stands to gain financially. Tutors may not sell “own” publications or services through the U3A membership ie sell their own books, sell a service they may provide professionally such as development of a Family Tree – this may lead to instant removal from the organisation.

Tutors are not permitted to use the brand name U3A in any promotional or advertising material for their class without written permission from the committee .

Class Operation:

Member Badges:

Members are to be encouraged to wear their Membership badge with details of a contact person printed on the back in case of an accident or emergency.

Attendance List and Report:

A Class Attendance List is a document which records each student member registered to attend in the class and has columns for each session in the term based on the dates you have notified us that your class will be running. This form is mandatory for insurance and OHS requirement.

Prior to the first class obtain your printed Attendance Report and a list of student contact details

- By arranging to collect them from the Class Co-ordinator

PLEASE NOTE: If you make changes to/or cancel class dates, please inform your students AND the Course Co-ordinator as soon as possible, and let them know what changes have been made.

The tutor must confirm the attendance or absence of each student and record this accurately on this form for each class session. At the end each year you will forward a copy of your Attendance Report to the Class Co-ordinator. Failure to do so may negate the insurance cover.

If any members appear in your class who are not on the Attendance Report and your class is NOT full add the member to the class and the attendance Report. Non-members may attend once to ascertain if the class is of interest.

Absentee Student

Class members are required to inform either you or the Class Co-ordinator if they intend to be absent from a course for an extended period. If a course participant is absent for 3 consecutive sessions without notification they can be assumed to have vacated the course.

If the class has a waitlist, the tutor should delete the absent student from the class and accept a student from the waitlist and advise the incoming student of that acceptance, and contact the Course Co-ordinator to advise and update the database.

Waitlist

Each class has a number of positions available for students. Once the class is full, students wanting to enrol in that class are automatically added to the waitlist.

Tutors should not be alarmed if they have a large amount of people on a waitlist; it does not mean they have been accepted into the class, or that you are expected to accept any more students until an opening arises. Students on the waitlist are not entitled to attend that class until notified by the tutor, that they have been accepted into the class.

Tutors: when you do accept someone off the waitlist please view those who have been on the waitlist the longest and make contact with them first.

Class fees

Money may be collected to cover the costs of the provision of essential resources not provided by U3ACreswick and District. It is understood that such required amounts will not be so excessive as to provide difficulties for class members in meeting them.

In the event of sizeable amounts being involved, you should discuss the matter with the Class Co-ordinator to obtain ratification, and keep accurate records of the disbursement of such amounts.

Teaching Aids

If you require teaching aids such as white board markers, or other equipment to use in your presentation, please contact the Secretary. If the request is for something the Secretary feels is beyond his/her authority the request will be passed to the Committee of Management.

Problems with Students

Tutors do at times face dominant or insistent members of classes who make life difficult or unpleasant for other class members. You are urged to develop strategies for handling these situations but if you have continuing trouble controlling the situation, you should contact the course coordinator for advice or action.

Enrolments:

Preferential Re-enrolments

Students attending your class in the current year wishing to re-enrol in the same course next year may do so during December, January.

Preferential enrolment is only accepted until general enrolments begin.

Preferential enrolment is only for the classes students are currently enrolled in and attending.

Students must enrol in the class online, in person or by contacting the Class Coordinator. Simply informing the tutor does not re-enrol the student.

When a current student has not re-enrolled in the current class by the time the general enrolment begins, they may find themselves placed on a waitlist.

General Enrolments: Prospective students may enrol in any class for the next year at the enrolment meeting or via e-mail to u3a3363@gmail.com.

Interview with Tutor required

Some classes that students enrol in may have an automatic 'waitlist' when a Tutor Interview is required (e.g. advanced language courses, games of skill, photography etc) which require the Tutor to ensure the student is up to the required standard before being enrolled in the class.

Members enrolling online or at the enrolment meeting will be automatically placed on a wait list and will be advised to either contact the tutor or provide their contact details for the tutor to call them.

After the interview/discussion with the prospective student, if and when the tutor accepts them as being to standard, the tutor should advise the student and record the acceptance in one of the following ways - either via online OR contact the Class Coordinator who will add them to the class list.

Expenses:

Claims should be submitted, with relevant receipts, to the Treasurer at the end of each term.

Personal Expenses:

Tutors and Committee members are entitled to claim expenses incurred in the course of executing their duties. These include travel and telephone calls on a personal phone for class related calls, parking etc

Rental Agreements:

Venues. The rental of all venues is arranged by the course co-ordinator. As a tutor, you may suggest the venue, but all negotiations MUST be conducted by U3A Creswick and District

The venue hirer will be forwarded an Agreement Form which sets out the full details of both their and U3A Creswick and Districts responsibilities. A signed copy of this form will be forwarded to the hirer, a copy filed with the Secretary and as the tutor, you will also receive a copy to be filed. Requests for variations must be dealt with by the Secretary ONLY. If tutors experience difficulties with the hirer (e.g. room being let to another body for the day and time of your class) the matter must be reported immediately to the course co-ordinator.

Special Events:

Any activity outside the normal class time or venue must be detailed and approved in advance by the Committee of Management who will meet to ratify the excursion/activity and record it in the minutes for Insurance purposes.

If an activity requires travel by members to a public function, and the members make their own arrangements, then this is deemed not to be a U3A function, and does not need to be recorded for insurance purposes. However, it may be in your own best interests to report the activity to U3A in advance.

It is vital that all Tutors adhere strictly to these procedures as there may be future 'Liability Claims' made against U3A Creswick and District, or the U3A network.

Fire Drill:

There is no set procedure for a fire drill however on Code Red days all Creswick and District activities are automatically cancelled.

- Attendance lists, when filled out on arrival of students, will ensure that you are aware of which of your students are on the premises or not.
- If an evacuation is necessitated, Tutors are to direct their students to leave by the closest, safest exit and meet at the closest designated *safe place*.
- *As Creswick is in a fire prone area Tutors should be aware of CFA warnings and risks to members, if a fire is active in your area it may be prudent to cancel classes regardless of the fire danger rating on the day.*

5. Accident/Illness & Emergency Procedures

Accident/Injury/Illness forms

These forms are available from the Secretary. It is preferable that you have a few with you at all times when conducting a course. If you need copies forwarded please contact the Secretary.

At the commencement of the first term please ensure that each member of your course has filled out the back of their Membership Card with details of name, address and phone number of the person to be called in the event of an illness, accident or injury occurring while in class. Point out the need for membership badge to be worn to each session.

- Report Forms should be taken with you to each session of your course and filled in on the spot if any incident occurs.
- All incidents must be promptly reported to the Secretary on the day. There may be subsequent claims made after what may seem to be a small incident at the time and thus it is most important that records are kept for future reference.
- The report Form should be forwarded to the Secretary within two days of the incident/injury occurring so that it may be assessed and any appropriate action taken.

- If the venue where the incident/injury occurs is staffed at the time of the incident please obtain a completed copy of its Accident Report Form and forward it with the U3A Creswick and District Form to the Secretary or arrange to have the venue complete a form at their earliest convenience and send a copy to the Secretary.

Emergency procedures:

Tutors are not expected to treat any person in the event of illness/accident/injury but are encouraged to obtain the assistance of anyone present who has certificated training in first aid to make the person comfortable
Do not attempt to move the patient or to carry out procedures yourself unless you are qualified to do so.

Calling an Ambulance:

An ambulance may be called by any member of the public without a doctor's authority for any medical or traumatic emergency.

- Briefly assess emergency situation.
- Dial 000, Request **AMBULANCE SERVICE**.

Give Controller location of incident and answer clearly and concisely any question you may be asked.

6 Privacy And Discrimination Statement.

(As required by Information Privacy Act 2000, Health Records Act 2001 and the Human Rights Act 1986.)

Information Privacy:

U3A Creswick and District will employ techniques and processes that meet current standards to ensure that private information supplied by members is kept secure and confidential

Information Collected.

The information which U3A Creswick and District Inc. gathers and stores for its own use includes your name, address, telephone numbers, and email address if you have one, all of which are needed for registration on our records and in order to be able to contact you if the need arises. Tutors may also request that you supply your phone number and perhaps your email address to enable messages re temporary cancellation of a class, change of venue or the like to be passed on. Funding bodies require us to provide course and class numbers, contact hours and range of subjects offered.

How Information is Collected and Stored:

U3A Creswick and District Inc. have its own data base on which it stores the information which it needs. This information is collected during the enrolment procedure.

How to contact us in the event of concerns

Students may access their personal information held on our database at any time and correct any inaccuracies. Particular attention should be exercised in updating the email addresses whenever this information changes. If

you are unable to use the online facilities, please phone or call a committee member they will be happy to assist.

Mandatory Use of Information

U3A Creswick and District Inc. are committed to maintaining your personal privacy. However, there may be some occasions when we are required by law to disclose information we hold about you. In most circumstances we will let you know if we are required to do this

Security and Access:

All information that you give us is kept secure and treated as confidential. We respect your right to privacy and will release information about you only with your consent. All Committee of Management, have been given a copy of this statement and are required by law to respect your privacy. Any personal information about class members which a Tutor or Class Leader may know of or hear about is not to be divulged.

Discrimination;

In Australia, it is unlawful to discriminate on the basis of age, race, sex or disability.

Discrimination on these four grounds is governed by federal legislation set out in the:

[*Age Discrimination Act 2004*](#)

[*Disability Discrimination Act 1992*](#)

[*Racial Discrimination Act 1975*](#)

[*Sex Discrimination Act 1984.*](#)

Tutors should be aware of the legislation when distributing class material or making or allowing offensive statements during class discussions.

U3A will not countenance any intended or unintended group activity which expressly or implicitly includes racial, religious or sexual vilification or bias which impedes the equal opportunity rights of individuals.

1. Copyright.

U3A Copyright Licence **No SE 5197** - MUST BE PRINTED ON ALL COPIES MADE
Copyright Statutory Education Licence - non-commercial

The licence allows U3As to copy third-party copyright materials, within certain limits, without seeking copyright owners' permission each time. This covers hardcopy (photocopying) and electronic use (electronic copying and communication). Copies should be marked with the title of the work, name of the author and publisher (where known). The copies must only be for the use of students (including unpaid tutors) and only be for educational purposes. The copies may be made at your own premises or at another. You do not have to own the book from which you made the copies. There is no limit to the number of copies you may make. Emailed copies must state that: *this material has been copied and communicated to you on behalf of U3A Creswick and District pursuant to Part V8 of the copyright Act 1968 and any further reproduction is not permitted.*

Copying rights - Electronic ~reproduction and communication licence,

- * For use by students and staff of works already in electronic format.
- * 10% of number of words (literary and dramatic works).
- * All, if not published or published on its own.
- * All, if not available within a reasonable period of time. (30 days)
- * Periodicals. One article or more if the same subject matter.
- * Musical works. 10% or all if not published or not available.
- Artistic works. All of an artistic work.

Copying rights - hardcopy (photocopies)

- For educational purposes and not supplied for profit.
- * Includes short stories, texts and Poems
- Periodicals. (Newspapers, magazines & journals). Whole article or more if relating to the same issue
- Anthologies. (Books of readings & collections of works) Whole of work but not more than 15 pages.
- Artistic works. Whole or part of those that accompany literary or dramatic works or those not separately published.
- Works not separately published. Whole or part can be copied.
- Unavailable works. Whole or part if work not obtainable within reasonable time.
- Artistic works include maps, drawings, illustrations & pictures.
- Dramatic works. Plays and scripts.
- Musical works. Sheet music.

The U3A Network (Victoria) has taken out the relevant Licences on behalf of all Member U3As and will pay the annual licence fees at the rate determined by the Copyright Agency Limited each year. There is no need to keep a record of copies made.

APRA - Australasian Performing Rights Association

Public performances given by choirs, orchestras, musical groups and drama groups from U3As will require an APRA licence to be taken out by the U3A concerned in most instances. Contact APRA on 9426 5200 or by email APRAjinfo@apra.gov.au for further information.

The licence granted to U3A Network (Victoria) on behalf of Member U3A does not cover public performances. The playing of music CDs, tapes, DVDs, videos etc. for educational purposes in classes falls into the category of fair practice but the burning of CDs, DVD,S etc.IS Prohibited

Produced April 2015

This Tutors Manual was adopted by the Committee of Management of U3A Creswick and District and minuted as such, on May 28th 2015