



TUTOR MANUAL

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Welcome to U3A Creswick and District Inc (U3A Creswick) in your role of Tutor. 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 is part of a worldwide, self-help organisation providing people in their third age, aged 50 plus, with **FUN** learning and social activities. We are all volunteers and U3A Creswick is an incorporated non-profit voluntary community organisation.

We are passionate about positive ageing and the benefits of social and intellectual stimulation for people in the “third age”. We hope you 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.

2. GOVERNANCE

U3A Creswick is governed by a Committee of Management that is elected each year and meets on the fourth Thursday of the month between 2pm and 5pm.

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

In order that you are covered by our insurance it is necessary to become a member of U3A Creswick. Your enrolment must be completed before your first class.

3. 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 members and accommodate a variety of learning style. At all times we expect that you will protect the good name and reputation of U3A Creswick.

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, meaning, sell their own books or sell a service they may provide professionally. This will 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: Members are to be encouraged to wear their membership badge with details of a contact person written on the back in case of an accident or emergency.

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

Prior to the first class each term, print your Attendance list from U-MAS or advise the Class Coordinator if you require them to extract the list for you. **PLEASE NOTE: If you make changes to/or cancel any class dates, please inform your attendees by email via the U-MAS system AND the Course Coordinator as soon as possible to let them know what changes have been made.**

The tutor must confirm the attendance or absence of each member and record this accurately on the Attendance list for each class session. At the end of each term the completed Attendance list should be returned to the Class Coordinator. Failure to do so may negate the insurance cover.

If any member attends your class who is not on the Attendance List please ask them to enrol if your class is **NOT FULL**, otherwise get contact details and discuss with the Class Coordinator if you would like to include them. If a non-member ask them to enrol via the website or contact the Membership Coordinator should help be required. Non-members may attend **once** to ascertain whether the class is of interest.

Absentee member: Class members are required to inform either you or the Class Coordinator if they intend to be absent from a course for an extended period, **preferably using the Absence link attached to their membership online**. If a course participant is absent for **three** consecutive sessions without notification they can be assumed to have vacated the course. If the class has a waitlist, the tutor should advise the Membership Coordinator to delete the absent member from the class and accept a member from the waitlist.

Waitlist: Each class has a number of positions available for students. Once the class is full, members 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 members until an opening arises. Members on the waitlist are not entitled to attend that class until notified by the tutor that they have been accepted into the class. **Tutors: Please accept from the waitlist the member who has waited the longest unless there is good reason not to do so.**

Teaching Aids: If you require teaching aids or equipment in your class 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 Class Coordinator for advice or action.

Enrolments: All classes are for the current calendar year. Each year all members should enrol in January for the new commencing classes in the following year. Enrolment can easily be done on the Membership system once available, usually early January.

Expenses: If you need to incur any expenses in the running of your course please discuss the requirements firstly with the Class Coordinator. If purchased by the Tutor, after discussion, a receipt for reimbursement should be provided to the Class Coordinator with your bank account details and will be repaid immediately.

Rental Agreements - Venues: U3A Creswick run courses from the premises of organisations local to Creswick. The rental of all venues is arranged by the Secretary. As a tutor, you may suggest a venue, but all negotiations **MUST** be conducted by the U3A Creswick Secretary.

If a tutor experience difficulties with the premises being used please immediately inform the Secretary who will discuss the issue with the premises Manager and advise you of the response.

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 Creswick in advance. It is vital that all Tutors adhere strictly to these procedures as there may be future "Liability Claims" made against U3A Creswick or the U3A Network.

Fire Drill: There is no set procedure for a fire drill however on **Catastrophic Days** all U3A Creswick activities are **automatically cancelled**. Attendance lists, when filled out on arrival of members, will ensure that you are aware of which members are on the premises or not.

If an evacuation is necessitated, tutors are to direct members 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.

4. ACCIDENT / ILLNESS & EMERGENCY PROCEDURES

Incident Report Form: These forms are available from the Secretary. It is preferable that you have at least one Incident Report with you at all times when conducting a course. If you require extra copies 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 badges to be worn to each session.

An Incident Report Form 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 Incident 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 Incident Report Form and forward it with the U3A Creswick Incident Report Form to the Secretary or arrange to have the venue complete their Incident Report 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 or (Dial 112 if out of phone network range). Request AMBULANCE SERVICE

Give Controller location of incident and answer clearly and concisely any question.

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

The information which U3A Creswick 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 enrolment on our records and in order to be able to contact you if the need arises.

This information is stored on the U-MAS system administered by U3A Creswick. The tutor can access the information of members relative to their class via the U-MAS system. All emails to members **should be sent via the U-MAS system**, ensuring all members enrolled receive notifications.

Mandatory use of Information: U3A Creswick 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 so.

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 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 following acts.

- 1) Age Discrimination Act 2004
- 2) Disability Discrimination Act 1992
- 3) Racial Discrimination Act 1975
- 4) Sex Discrimination Act 1984.

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

U3A Creswick 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.

6. COPYRIGHT AND LICENCES

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

This licence allows U3As to copy third-party copyright materials, within certain limits, without seeking copyright owners' permission each time. This covers hard copy (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 class members 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 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 – hard copy (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 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/PPCA - U3A Creswick has obtained both APRA and PPCA licences which allow the use of the playing of music, via CDs, tapes, DVDs (music only), videos etc for educational purposes in classes. The burning of CDs, DVDs, etc is prohibited.

Updated Tutor Manual June 2023

This Tutor Manual was adopted by the Committee of Management of U3A Creswick and minuted as such, on 27th July 2023.