



Information for Group & Course Leaders



Thank you for volunteering, or continuing to volunteer, as a group or course Leader at U3A Kyneton. Leaders are essential to delivery of U3AKyneton's (U3AK) annual program, which aims to enhance our members' lives by providing stimulating learning exchanges and sociable activities. Without our Leaders there would be no U3AK.

U3AKyneton was formed in 2005 and is a not for profit organisation with about 145 members drawn mainly from Kyneton, Woodend and surrounding areas. We offer over 15 Special Interest Groups (SIGs) and a number of short courses and excursions each year.

The Principles of U3A are based on the philosophy of the UK founder Dr Peter Laslett:

- To provide affordable learning opportunities for older people, using the skills and abilities of the members themselves.
- Those who learn shall teach and those who teach shall learn, and there shall be no distinction between the two.
- There shall be no qualifications for membership, and no awards, degrees or diplomas shall be given.
- The emphasis shall be on learning for the love of it, and shall include an emphasis on the values of making things and improving skills of all kinds.
- Learning shall take place in a friendly, supportive, social environment.
- Those joining a U3A shall pay for its upkeep.
- There shall be no payment to any person (member or non-member) for teaching or providing a service to members except in the case of reimbursement for such expenses as travel, photocopying etc.
- The curriculum of a U3A shall be determined by the needs/preferences of members and according to the resources available to it.
- To be at all times, non-political and non-sectarian in our approach.

Venues

We currently use a range of venues and as required other options will be sourced by the Committee. Should you wish to change the venue used by your group at any time speak with the Program Coordinator who will assist you and have access to information on the venues that have been researched.

Four Terms in the year

Generally, groups are offered over four terms, corresponding to the school holidays. However, some groups operate in the term break by agreement of group members. If you need to make any changes to the regular meeting times you will need to advise the members of your group in advance. Contact the Program Coordinator if you wish to change the arrangements listed in the program as it impacts on the future promotion of your group to members and new members.

Some administrative matters when running your course...

Most members enrol for year-long courses selected in January when they renew their membership and enrol for classes. Inevitably, some will drop out for various reasons or be absent for part of the year, while new members may ask to join your group during the year which is alright unless you prefer some other arrangement.

Prospective members may attend one or two sessions on a trial basis, however if someone attends your class who is not on your attendance sheet you will need to clarify the situation regarding membership and payment of fees. You will need to notify the membership coordinator of the details. You will also be given some blank membership application forms at the start of the year, additional copies can be downloaded from our website. The completed forms are handed onto the Secretary for recording attendances for statistical data.

The Treasurer will provide banking details for the fees you collect and arrange to pay approved accounts for your group. Each group will be advised of the status of funds in hand from time to time, or you may request it from the Treasurer as needed. You will need to keep the Treasurer informed of any changes in venue arrangements or charges.

If there is a restriction on the numbers who can attend your activity, the following guidelines will apply:

1. If you wish to have class limits it will be stated in the Program and any promotion.
2. Members who attended the year before and who inform you before enrolment day should be given first priority.
3. If vacancies exist after enrolment day, they are filled in order of enrolment.
4. At your first group meeting members need to be advised of the 'courtesies required' in attending your course e.g. advising in advance of their inability to attend etc. The next in order on the waiting list will be given a place if any member fails to advise you of their inability to attend two successive meetings. If members are going away for a lengthy period, you may replace them for the term of their absence. Members also need to be reminded by you that advising you the leader of an absence in advance is a basic but required courtesy.
5. It is important to record attendance at each class regardless of where it is held.

Materials & equipment

U3AK owns a data projector, computer, lectern, and a portable pa system all of which you can be borrowed on request. Other equipment, such as whiteboards, overhead projectors and TVs, will vary from venue to venue, with KCLC being the best equipped.

Your group members will cover costs of photocopying, expendable materials such as art and cooking materials, video hire and language texts. You should provide an estimate of the likely costs of your proposal and this should be built into your advertised attendance costs.

Handling an emergency

Members are provided with ID lanyards and are asked to wear them when attending U3AK activities. These lanyards identify current members and contain emergency contact information and so have important health and safety reasons behind them. If a member is taken ill or is injured during your session and the situation appears serious call emergency services 000 for an ambulance and notify the Secretary or President as soon as practicable.

Some tips on adult learning

Adults learn differently from school students in that they have a very clear idea of what they want from a course. Underlying this is they want a positive atmosphere in which they can enjoy themselves and get real pleasure from this late learning experience. They are quite prepared to do homework that involves reading as long as the homework set is logical and they can readily see some point to it. Quite often adults don't care about the discipline of learning and will quickly go 'off piste' by asking whatever question that is part of their thought process. Be flexible enough and prepared enough to 'go with the flow'.

Keeping in contact

At your first session we will provide you with a printout of the contact details of each member who has enrolled in your activity so you can contact them by email or phone to alter course material or amend times/dates.

Our policies and guidelines are available on our website and are now enclosed; please take some time to read them.

Enclosures:

- Attendance sheets
- Enrolment forms
- Extreme heat policy
- Outdoor activities guidelines
- Privacy Policy
- Code of conduct
- Risk management & safety policy
- Incident Report Form
- Insurance information
- Copyright statutory education licence