



KYNETON
UNIVERSITY OF THE THIRD AGE

Guide For Tutors

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Introduction

Thank you for becoming a volunteer tutor with Kyneton U3A. Without tutors, U3A would not exist. We hope you will gain as much from volunteering your expertise as your students will from benefitting from it.

This guide is designed to assist tutors in planning and conducting courses. It is by no means comprehensive, but it aims to provide you with basic information about the role and direct you to places you can go to find out more.

Tutor Obligations

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

U3A Kyneton aims to provide a safe and secure environment and if a tutor becomes aware of a problem in any of these areas they must report it immediately to the Course Coordinator, who will follow up appropriately in accordance with our policies and procedures.

We ask that tutors be mindful of promoting a personal ideology or business interest, and to consider your position as tutor in a professional manner.

Please be punctual and appropriately prepared for your sessions. Please adapt to those in your group who may have mobility, sight or hearing issues.

Successful tutors are those who can impart their knowledge and skills by engaging their participants. The subcommittee are more than happy to provide further assistance in relation to leading a group.

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

Please make yourself familiar with our policies and procedures, which may be found on our website, <https://u3akyneton.org.au/information/>

Website and Database

Our website (www.u3akyneton.org.au) is the source of course information, enrolments and membership. Tutors have special access through the website to our database (UMAS). There you can see student lists for your courses, venue information, class dates and emergency contact details for each student.

You can use the database to check enrolments, send emails to your class or individual members and to print attendance lists. For instructions on how to do this, refer to the copy of the relevant section of the current UMAS user manual can be found under the “Tutor Resources” button on our website.

The personal information gathered and stored on the site is collected for the purpose of managing U3A Kyneton. Tutors have a duty to respect the privacy of personal information contained in the database and to use it only in accordance with the rules of the association.

Venues

Our main venue is the Red Brick Hall, 23 Yaldwyn Street West, Kyneton, Vic, 3444. This venue is used by a range of courses from Friday@U3A gatherings to table tennis and is a good venue for large groups. We do not have exclusive use of this venue.

Some courses with smaller groups are held in private homes and some have negotiated space in local cafes.

Outdoor activities specify a meeting point from which the group can begin the activity or travel together to the area where the activity will be held.

If the Red Brick Hall is fully booked or not suitable, please contact the Course Coordinator to discuss other options.

Communication

Your first “port of call” with the U3A Committee is the Course Coordinator, who can be contacted at: u3akyneton@gmail.com

U3A Kyneton hold Tutor Support sessions where you can share experiences, assist with further planning, gain some insights into the wider work of U3A and ask questions.

The database has an email facility that you can use to communicate with your students. For instructions on how to do this, refer to the copy of the relevant section of the current UMAS user manual can be found under the “Tutor Resources” button on our website.

Many tutors, particularly of monthly or short courses, email their students a few days prior to each session. This assists with good attendance and prompts those who cannot attend to inform you. They can do this by replying to your email, through UMAS, thereby allowing you to retain a level of privacy. Students can also use UMAS directly to give notice of absence. (Some tutors are happy to give their personal contact details to students for this purpose, this is entirely up to each individual tutor.)

If you need to cancel a class, please inform students and the Course Coordinator as soon as possible.

If you are unable to attend a scheduled class and wish to nominate a person to run the class on your behalf, it is important that that person is registered with us as a co-tutor.

The website has a Class Archives page for tutors to post information about or photos of the activities they lead, and our Facebook page is open to any member to do the same. When doing this, please be sensitive to members’ rights in relation to privacy.

Printing and Copying

U3A Kyneton has an account with the Kyneton Copy Centre, 58 Mollison Street, Kyneton. When using this service please remember to give them your name and the name of the course for inclusion on their invoice. Please discuss your printing and copying needs with a member of the Courses Subcommittee.

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.

The Network Website, has information about how copyright laws apply.

Equipment

A range of Audio Visual equipment is available for use in the Red Brick Hall. Contact our Equipment Coordinator through to discuss your needs:

Ken Galbraith email: kmg3444@gmail.com

Health and Safety

Ensure that you are familiar with our Health and Safety Policy and Procedures that are published on our website.

In the event of any emergency, contact 000.

Use common sense to limit risk by carrying out a safety assessment before the commencement of each activity.

Be alert to identify risks as they arise.

Don't forget to notify the Secretary at info@u3akyneton.org and fill in an Accident Report Form following any incident.

Code Red Days

All U3A activities, without exception, will cease on Code Red days.

Conclusion

We hope you find your role as a Tutor at U3A Kyneton to be rewarding and enjoyable.

Tutors are the lifeblood of U3A. Without them the organisation could not exist.

Please accept the gratitude of the Committee, on behalf of the membership, and know that your contribution is highly appreciated.

If you need any assistance, please do not hesitate to contact the Course Coordinator, who will do their very best to see that that help is provided.