

## Guidelines for Tutors and Course Leaders 2024

### Contacts

#### U3A Darebin Office

Email: [info@u3adarebin.com.au](mailto:info@u3adarebin.com.au)

Web: [www.u3adarebin.com.au](http://www.u3adarebin.com.au)

Phone/Message: 9489 2103

Address: 26 Railway Place, Fairfield, 3078

(Open Mondays: 10.15am to 12 noon excluding Public and Victorian School Holidays)

#### Course Coordinator

Jenni Colwill

Phone: 0411 674 404

Email: [jenni@colwill.id.au](mailto:jenni@colwill.id.au)

#### Alternative contact

Maddy McMaster

Email: [secretary@u3adarebin.com.au](mailto:secretary@u3adarebin.com.au)

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### Greetings

**Acknowledgement of Traditional Owners:** All our classes are held on the lands of the Wurundjeri people, and it is important to acknowledge them as Traditional Owners of the land, and to pay respect to their Elders, past and present, and Aboriginal Elders of other communities who may be present.

### Adult learning principles

Teaching adults is different as we have already faced a broad set of experiences and challenges.

Adults are more likely to engage if they understand what they are expected to learn, and why. State the purpose of the learning activity early on, and look for ways to highlight the relevance of the learning to people's personal experiences. Give the class time to discuss their progress and reinforce their learning in an informal, collaborative environment.

Use the internet to learn more about adult learning. There are a lot of resources available e.g., <https://ala.asn.au/adult-learning/the-principles-of-adult-learning/>

### Be aware....

You have privileged access to member information. You are not to share this information.

**Thank you for volunteering to be a course leader. Best wishes for 2024.**

## Some useful reminders

Organising and timetabling so many classes in so many venues is a challenging task and occasionally things may go wrong. You are responsible for understanding and following U3A Darebin policies to help to avoid major problems.

1. Become familiar with the various policies. All U3A Darebin policies can be found on our website [www.u3adarebin.com.au/policies/](http://www.u3adarebin.com.au/policies/).

2. In particular, it is important that you are conversant with the [Privacy Policy](#) to ensure you are compliant with legal privacy requirements.

3. Ensure that all class members have a contact number and/or email address for either you or your *assistant*.<sup>\*</sup> This is the number class members will need to use to communicate with you, including notification for missed classes. Inform class members that messages left at the office will not be forwarded to tutors until next office session, when they are often out of date.

*\*An assistant is a member of your class who has volunteered to regularly assist you, e.g. by marking the class roll, contacting class members and taking messages for you.*

4. Be aware of Occupational Health & Safety (OH&S) issues. Fill in an *incident report form*<sup>\*\*</sup> if an adverse event occurs, even if it appears minor, as it may be needed for insurance purposes later. It is always better to err on the side of caution.

*\*\*Available online <https://www.u3adarebin.com.au/policies/>*

5. Tutors/course leaders should mark the roll at each class. Many of our classes are full, and if you keep a regular roll you can identify people who are not attending and can make way for others on the waiting list. Inform the Course Coordinator if a vacancy arises in your class.

6. Please leave the room tidy when you finish your class. Report any problems with venues to the Course Coordinator so the matter can be dealt with promptly.

7. Please notify the Course Coordinator if a class needs to be cancelled. Some venues charge hourly fees so it is important to ensure we are not wasting money on venues that are not being used.

8. If there are any changes to your class times or venues, email the Course Coordinator, with a copy to [info@u3adarebin.com.au](mailto:info@u3adarebin.com.au) so that this can be recorded on UMAS and published on our website; it is important that all the information we provide is kept current.

9. Check your class lists regularly on our membership system (UMAS), using the Admin/Tutors Login at: <https://www.u3adarebin.com.au/members/massTemplate.php> to see if there is a waiting list for your class.

10. Communicating with class members: Send emails to class members from UMAS via our website. This is a safe way to communicate with members. If you wish to communicate with your class using your private email, you must respect their privacy by using the BCC field. If you wish to contact class members, they must first agree to allow their email or phone number to be used.

11. It is your responsibility to ensure that you read all emails and text messages sent to you by the Course Coordinator/U3A Darebin and to promptly respond. If you do not regularly access emails or text messages, you must provide the Course Coordinator/U3A with a contact on whom you can rely to receive and quickly give you the information sent out to you.

12. The U3A Darebin Newsletter will ensure you are kept informed of all U3A activities and new initiatives. It is your responsibility to ensure you are in touch and informed.

13. Always ask for assistance if it is needed from the Course Coordinator or Committee. They are there to help and will do their best to assist with any problems.

## How to send emails to your course members

1. On your desktop, laptop or tablet, go to: <https://www.u3adarebin.com.au/>  
On the left side of the screen, click on **Admin/Tutor Login**
2. Login to UMAS with your **Member Number** (its on your badge) and **Password**. If you have forgotten your password click on the appropriate prompt.
3. Select **Send Emails** from the menu on the left side of the screen
4. Select the **Enrolments** tab at the top of the window that opens
5. If you want the students to reply directly to you, insert your own email address in the **Reply-To Email** field
6. If you want to send a copy to someone not enrolled in your class, add their email address into the **CC (Optional)** field.  
If you are copying your email to more than one person, do NOT leave a space between email address, and separate the email addresses with a semi colon (e.g., [jill@gmail.com](mailto:jill@gmail.com);[fred@yahoo.com](mailto:fred@yahoo.com))
7. Type in the subject of your email in the **Subject** field.  
You should include the course name and an indication of the content (e.g. Walking Group cancelled)
8. Choose your course from **Select Course** drop down menu
9. Tick **Include Active** to ensure class members whose payment has not been processed are included  
Tick **Email Tutor** so you receive a copy
10. Click on the **Send Enrolment Emails** (highlighted in green)
11. Click on the relevant **Confirm Sending Emails?** button

## How to check contact details of your course members

1. On your desktop, laptop or tablet, go to: <https://www.u3adarebin.com.au/>  
On the left side of the screen, click on **Admin/Tutor Login**
2. Login to UMAS with your **Member Number** (its on your badge) and **Password**  
If you have forgotten your password click on the appropriate prompt.
3. Select **Reports** from the menu on the left side of the screen
4. Select the **Enrolments** tab at the top of the window that opens
5. In the second field (titled 'List the members within the Selected Course' ) there is a dropdown menu in the field named **Choose a Course**. From that menu, select your course name.
6. Click on the **List Enrolments** tab. This will show you a list of the people enrolled in your course.

## How to generate/print an attendance sheet for your course

1. On your desktop, laptop or tablet, go to: <https://www.u3adarebin.com.au/>  
On the left side of the screen, click on **Admin/Tutor Login**
2. Login to UMAS with your **Member Number** (its on your badge) and **Password**  
If you have forgotten your password click on the appropriate prompt.
3. Select **Reports** from the menu on the left side of the screen
4. Select the **Enrolments** tab at the top of the window that opens
5. Scroll down until you see the heading **Attendance**. Use the dropdown menu to select your course.  
Tick the boxes that you want included (e.g., **Include Wait Listed** will show you who is on the waitlist for your course). **Email the Tutor/Leader** will send the email to yourself - this will automatically select PDF. **Extra Horizontal Lines on the List** can be useful (leave about 6 extra lines).
6. Click on the **Attendance List** button. This will allow you to view, print, or email your list.

## Final reminders

- \* Generally members will enrol themselves into your course.
- \* Members may ask the volunteers in the Office or the Course Coordinator to assist them.
- \* The Course Coordinator is responsible for removing a member from a course or adding them to the waitlist. You will be informed if there are additional people on a waitlist for your course.
- \* Tutors/course leaders cannot make online changes to courses, but you can ask the Course Coordinator to make these changes.
- \* You don't need to have professional qualifications or previous experience in teaching to be a course leader. If you have a passion for anything, chances are that among our members there are others who would like to hear about it.
- \* A course or activity can be any length, from just a few sessions over several weeks to a full year. Some are held fortnightly, and monthly courses are also possible, rather than weekly. The length and timing can fit in with your other activities and venue availability.
- \* If you know someone who is interested in becoming a course tutor/course leader, they can get advice and assistance from the Course Coordinator.