

# Tutors' Information 2019



## Contacts

### **U3A Darebin Office**

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

Phone: 9489 2103

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

Address: 26 Railway Place, Fairfield, 3078

(Open Mondays, Wednesdays & Thursdays: 10am to 12noon  
excluding Public and School Holidays.)

### **Class Coordinator** Annette Davis

Phone: 0407 764 965 or 9460 3441

Email: [davisan1@optusnet.com.au](mailto:davisan1@optusnet.com.au)

Tutors are the life-blood of a U3A and are pivotal to its success. It is both a demanding and satisfying role. Committee members are always available to support our valuable class leaders, organisers and facilitators.

Organising and timetabling so many classes in so many venues is a difficult task and things may go wrong. However, if tutors follow the following procedures this will help out the committee volunteers and may avoid major problems.

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1. Read this handbook and become familiar with the various policies. U3A Darebin policies can be found on our website [www.u3adarebin.com.au/policies/](http://www.u3adarebin.com.au/policies/), or printed copies can be provided to tutors on request.
2. Ensure that all class members have a contact number and/or email address – for either you or your tutor assistant\*. This is number they will need to use to communicate with you, including notification for missed classes.  
*Class members need to be informed that messages left at the office are usually unable to be forwarded to tutors until they are out of date.* \*A tutor assistant is a person who will assist you by marking the class roll, contacting class members or taking messages.
3. Be aware of Occupational Health & Safety (OH&S) issues. Fill in an **incident report form** any time an adverse event occurs, even if it appears minor as may be needed for insurance purposes later. It is always better to err on the side of caution.
4. Either you or your tutor assistant should fill in the class roll for each session, and send these to the class coordinator at the end of each semester. This helps the committee know how things are going with the classes.

5. Please leave the room tidy when you finish your class. Report any problems with venues to U3A Darebin so the matter can be dealt with promptly
6. Check your class lists regularly on UMAS (the program U3A Darebin uses to manage membership and courses). This enables you to know if there is a waiting list for your class. You can access UMAS by logging on from our website, or by arrangement at our office in Fairfield Station if you would like assistance.
7. If a class member leaves your class, or you have vacancies or a class member is consistently absent, you need to contact the Course Coordinator. Any special needs you have for your course can then be discussed and the next wait-listed person added to your roll.
8. Learn how to send emails to class members from UMAS via our website. This is an easy way to communicate with members and will save you and your assistant lots of time. Only those without emails will need to be contacted by phone.
9. If there are any changes in venues or times of classes, email the Class Coordinator, with a copy to [info@u3adarebin.com.au](mailto:info@u3adarebin.com.au) (or ring the Class Coordinator) so this can be recorded on UMAS and published on our website.
10. Read the *U3A Darebin Newsletter*. This will ensure you are kept informed of all U3A activities and new initiatives. It is also useful to read all the information posters in the classrooms and to pay attention to emails that are sent from the office
11. Always ask for assistance if it is needed from the Committee. They are there to help and will do their best to assist with any problems

**Thank you for volunteering to be a tutor. Good luck!**

**U3A Network Victoria** has endorsed a number of Policy Guidelines which are available on the Network web site:

[www.u3avictoria.com.au/members-information](http://www.u3avictoria.com.au/members-information)

These include policies on *Privacy, Sexual Harassment, Code of Conduct, Bullying, Risk Management, Anti-discrimination, Health & Safety (Injury & Incident Reporting)* and *Conflict of Interest*.

All these policies have been endorsed by U3A Darebin.

The Network website also has links to the newsletters *U3A Matters, U3A Education Matters* and *U3A Alliance Bulletin*, which include useful and innovative ideas for tutors and class members: [www.u3avictoria.com.au/network-news/](http://www.u3avictoria.com.au/network-news/)

Available on U3A Darebin's website are:

- Course descriptions and class timetables  
[www.u3adarebin.com.au/course-list/](http://www.u3adarebin.com.au/course-list/)
- Current and past copies of *U3A Darebin Newsletter*  
[www.u3adarebin.com.au/category/flyers/](http://www.u3adarebin.com.au/category/flyers/)
- Privacy policy and Code of Conduct policy  
[www.u3adarebin.com.au/policies/](http://www.u3adarebin.com.au/policies/)
- Information relating to VIMA Insurance
- Incident Report

**If you would like a printed copy of any of this information** and do not have access to the Internet, you can collect a copy from the office, or phone 9489 2103 to request an office volunteer to post it to you.

**U3A Darebin is supported by:**



**Network Victoria**  
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