

Tutors Information Booklet 2022



Important Contacts

Course Coordinator: Mink Schapper
email mink.schapper@gmail.com
text or phone 0497 631 800

U3A Darebin Office:
email info@u3adarebin.com.au
phone 9489 2103 or *text/phone* 0492 817 478

Important Information Online at www.u3adarebin.com.au

COVIDSafe Plan and required procedures:
www.u3adarebin.com.au/assets/Policies/U3ADarebinCOVIDSafePlan2022.pdf

VIMA Incident Report form (required for insurance):
www.u3adarebin.com.au/assets/Misc Docs/U3A Darebin VIMA Incident Report Form.doc

UMAS Tutors Manual for our online Membership System: includes how to send class emails, check class membership and print class rolls.
www.u3adarebin.com.au/wp-content/uploads/2020/UMASUserManualVolandTutors546.pdf

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

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

1). Read this handbook and become familiar with the various policies. Our policies can be found on our WEB site:

www.u3adarebin.com.au/policies/

Copies can also be obtained from our office by request.

2). Ensure that all your class members have a contact phone number and/or email address for either you or your tutor assistant, so that they can contact you directly re: missing a class, or coursework. Let them know that *messages left at our office will **not** be forwarded to tutors, due to the inevitable time-lag.*

3). Be aware of OH&S issues including the current *COVIDSafe Plan*. It is important to fill in an incident report any time an adverse event occurs during a session, even if it appears minor. It is always better to err on the side of caution.

4). If you *fill in the class rolls and send them to the office at the end of each semester*, this helps the committee know how the classes are tracking.

5). Please leave the room tidy when you finish your class. Report any problems with venues to U3A Darebin on 0492 817 478 so the matter can be dealt with promptly.

- 6). Check your class lists regularly on our Membership System. This will let enable you to know if there is someone on a waiting list for your class. **If a class member leaves your class, or you have consistent vacancies, contact the Course Coordinator.** Any special needs you have for your course can be discussed and the next wait-listed person added to your roll.

- 7). Use the Membership System to communicate and send emails to class members. Ask for assistance if needed.

- 8). If you wish to make changes to your class venue or times of classes, email (or text/phone the Course Coordinator, with copy to info@u3adarebin.com.au so this can be recorded on our system. **Apply to the Committee if you require anything to use as an aid to your classes.** Money will only be refunded for approved purchases.

- 9). Read our *U3A Darebin Newsletters*. This will ensure you are kept informed of all U3A activities and new initiatives.

- 10). Always ask for assistance if it's needed, from the Course Coordinator and the Committee. They are there to help and will do their best to assist with any problems. Classes and tutors are CORE BUSINESS FOR U3A !!!!

Good Luck

U3A Network Victoria has endorsed a number of Policy Guidelines which are available on the Network website. These have also been endorsed by U3A Darebin and are available on our web page too. These include:-

- Membership Terms and Conditions
- Privacy
- Risk-Management
- Health and Safety

U3A Network Victoria also provide other resources for members <https://u3avictoria.org.au/usc-landing>
These include guides for tutors offering classes via Zoom <https://u3avictoria.org.au/resources/zoom-how-to-guides>

U3A Darebin website also provide copies of:

- U3A Darebin Inc. Constitution
- Information relating to VIMA Insurance
- Incident Report form
- Copies of U3A Darebin Newsletters

If you would like a printed copy of any of this information, and do not have access to a printer or the Internet, please contact U3A Darebin office on info@u3adarebin.com.au or phone **0492 817 478** or **9489 2103** (leave a message outside our office hours). An office volunteer will post you a print copy, or you can collect it during office hours.