Policy – Tutors and Developing Classes at Whittlesea U3A

Introduction

The term *Tutor/Leader* applies to anyone who manages a group in any activity listed as a Course at Whittlesea U3A. Tutor/Leaders may offer tuition, lead or facilitate participants in a group activity, coordinate a 'self-help' group, organise excursions, social events or presenters of one-off information sessions. Tutor/Leaders are the life blood of Whittlesea U3A and we value and support them.

Purpose

The purpose of this policy is to:

1. Document how a member can become a tutor at Whittlesea U3A Inc.
2. Explain the processes of developing a class/activity within Whittlesea U3A
3. Explain the tutor fee structure which will commence from 2024 and apply to all tutors from this date.

Policy

1. It is the role of the course coordinator to develop, advertise and maintain programs for Whittlesea U3A.
2. This is completed in partnership with the president, the membership coordinator and the venue coordinator.
3. Other volunteers who make this process possible include the office staff and the tutor coordinator.
4. Courses offered at Whittlesea U3A are approved by the Course Coordinator, on behalf of the Committee of Management.
5. It is essential that all courses offered at Whittlesea U3A are inclusive and open to all members, and not restricted, other than by normal course considerations such as prerequisites and maximum course numbers.
6. It is generally accepted that a tutor or leader of a group is a member of Whittlesea U3A and must abide by the Terms and Conditions as described in the Membership Terms and Conditions Policy. Special arrangements can be made with nonmembers including individuals or organisation who may listed at tutor/leader of a group.

Procedures

1. Members can become tutors if they have an idea, skill, or hobby which they would like to share
2. Tutors can offer full-year courses or short courses. The activity can run weekly, fortnightly, monthly or one off (e.g. an event, talk or excursions).
3. Tutoring is the sharing of knowledge and experience in a relaxed environment, free from competition, with minimal committee administration. There are no tests or exams.
4. All tutors run their sessions around travel plans and family commitments.
5. Tutors are invited to continue in their role yearly however they can stop at any time. Some pre notice of the cancellation of classes would be appreciated.
6. The course coordinator will notify all tutors in conjunction with information provided to Whittlesea U3A by the City of Whittlesea Facilities inviting them to continue the following year.
7. As part of the class program it is recommended for a tutor to have an assistant – referred

to as Tutor 2. This person may, if needed, run the class in the tutor's absence and assist the tutor in any capacity required. Some classes may have more than one assistant depending on the size of the group. These people may not be recognized as part of the tutor category.

8. If a member wishes to become a tutor, they need to discuss the process – their idea, focus and availability with the course coordinator. This is usually done face to face at a mutually convenient time.
9. The aspects that will be discussed include:
    a. Name of class/activity
    b. Description of the class/activity including:
    c. Proposed location (subject to availability),
    d. Start and Finish Date,
    e. Duration of the class/activity,
    f. Any costs involved
    g. Maximum number of Whittlesea U3A members included in class/activity
    h. General description of the class/activity
10. As part of their role a tutor/leader is not expected to incur any cost other than travel and general administration. If there is any costing incurred by a tutor/leader which they would like to have reimbursed it must be in line with the following:
    a. The tutor needs to provide the course coordinator – in writing – with any purchase request, whether it is for materials or for training, prior to the purchase being made. This request will be presented to the Committee of Management for approval. No purchase is automatically approved regardless of cost.
    b. If payment for the goods or training is to be made directly by the Whittlesea U3A Treasurer prior, an official invoice needs to be provided prior to the event. This invoice needs to include the business information, including the ABN, as well as a description of the item/s to be purchased or the training to be provided. Nonconsumable items will remain the property of Whittlesea U3A.
    c. If payment for the goods or training is made after purchase (once approval has been given) a receipt needs to be provided to the treasurer. Receipts may vary depending on the type of goods or training provided.
11. The following table refers to the name given to tutors and their responsibilities:

Code	*Description*	*Amount*
Tutor 1	*Tutor with classes that run during the year. This can be made up of more than one class/activity.*	*NO MEMBERSHIP COST*
Tutor 2	*Cost of membership will be left up to the discretion of the course coordinator. In most cases Tutor 2 will be regarded as Full Members.*	*FULL MEMBER*

Responsibilities

The Tutor is responsible to:

1. Ensure members participating in their activity feel welcomed at all times.
2. Maintain the attendance lists for their class as provided by the course coordinator and provide completed lists to the class coordinator at the end of each term – either electronically or in written form.
3. Inform the Course coordinator when classes need to be cancelled or altered in any way.
4. Inform the Course coordinator or Tutor coordinator of any issues that may affect the smooth running of a class/activity.
5. Maintaining the privacy of all members of the class/activity.

Whittlesea U3A Inc.'s Committee of Management is responsible for:

1. Approving the allocation of tutors
2. Ensuring that tutors follow the correct procedure when developing their class/activity
3. Discussing and approving any 'Special Activities' or events that become part of a specific class either

as a one off or a regular basis

Whittlesea U3A Inc.'s Course Coordinator is responsible for:

1. Ensuring that all classes are reviewed regularly but especially at the end of the year just prior to the enrolment period
2. Maintain a positive dialogue with all tutors and provide them with assistance as required.
3. Interview potential tutors to assess their suitability.
4. Providing to the Committee of Management any information in the form of proposals or otherwise which tutors wish to have considered.
5. Updating the Tutor Manual on a yearly basis or as required and informing tutors of its availability on the website.
6. Ensuring that communication is maintained with the tutor, membership and venue coordinators with respect to:
   a. The calendar – keeping updated.
   b. Venue suitability and needs
   c. Potential tutors and their status on the UMAS system.
   d. Any aspects of concern from tutors and/or participants
7. Support and work with the venue coordinator, membership coordinator, office volunteers, the tutor coordinator and other interested parties to assist tutors in their role and responsibilities.

Whittlesea U3A Inc.'s Tutor Coordinator is responsible for:

1. Ensuring that tutors' have a voice and aspects of concern can be discussed in an open and non-threatening environment.
2. Providing assistance where needed to the course coordinator and maintaining a two way open communication with all parties.

Authorisation

This Policy was revised by the Committee of Management of Whittlesea U3A Inc., and minuted as such, on 11th of May 2026.

This policy will be published by the Committee of Management of Whittlesea U3A Inc. on its website within 4 weeks of the date of this authorisation.

Policy Review

This Policy will be reviewed at least annually or when circumstances change.

Related Policies/References

- *Members' Terms and Conditions*
- *Tutor Manual*