



**GOULBURN MULWAREE INC.**

*"Learn to Live, Live to Learn"*

# Tutors' Handbook

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## Introduction

Thank you for offering your time and expertise to conduct a course for Goulburn Mulwaree U3A Inc. Your input is invaluable to our ongoing success and very much appreciated.

U3A is intended to be enjoyable for our Tutors as well as our students. The term 'Tutor' is a generic name for all members in charge of a course.

The following pages provide some information that you may find helpful – if you have any concerns, please contact the Tutor Liaison Officer of the U3A Committee.

- An Attendance Sheet must be signed by each attendee at each class session and returned to the Secretary at the end of each Term. A copy of this is available on the Tutors' Portal of the GM U3A website. Tutors may also mark class rolls electronically via the Tutors' Portal.
- We ask that Tutors wear their name badges at all classes and encourage students to do the same. There is more detailed information regarding badges on page 9 of this booklet.
- You may wish to give your contact phone number &/or email address to students.
- A list of phone numbers of class members should be kept by the Tutor, separate from the Attendance Sheet. To satisfy the requirements of the Privacy Act, this list should not be made available to anyone else.
- At the first session, please advise your class of any expenses that the course will entail, such as photocopying, text books.
- Please be careful about copyright infringement. Information regarding licences and suggested guidelines are included in this manual.
- It is suggested that Tutors can establish good class rules, such as starting and finishing on time, allowing one person to speak at a time.
- If the venue is appropriate, you and your class may wish to have a tea/coffee break. At the U3A Depot, supplies are available in the Lunch Room for a small cost. Please note that foodstuffs are not permitted to be taken into licensed clubs. However, the class may wish to meet for tea/coffee/lunch afterwards.
- Please ensure that the venue is left clean and tidy, and furniture returned to its original position.
- If you wish to run any of the U3A Online Courses, you will need to apply for a Licence and this entitles you to make copies of the course notes that you require for face to face teaching.
- Goulburn Mulwaree U3A has grown in course and student numbers during its ten years of operation. It is important that all Tutors appreciate that their course requirements for venues, days, times and equipment may sometimes clash with those of another course. The Committee will do its very best to fulfil all Tutors' requirements, but sometimes compromise may be necessary.
- A link to the 2018-GMU3A Constitution is available on our website under ABOUT. All Tutors should be aware of its contents.

Many of our tutors will be experienced teachers, but for first time course leaders, these additional guidelines may be helpful:

- Goal – your students will need a clear idea of what you are going to present – this then gives them the opportunity to voice their expectations. In some courses, the class members may be involved in the planning of the course.
- Lesson Plans – it is anticipated that at the end of each session the class will have a concept of the subject matter, plus a variety of points that will improve their knowledge and understanding of what has been presented.
- Evaluation of your course can be based on attendance and feedback from the class. However, if you feel your course is not going according to plan, talking with another tutor may easily resolve the problem.
- Some of the students may have vision or hearing problems and consideration needs to be given in the seating arrangements.
- Disruptive students are not welcome in any course. If you have any concerns, please contact the Tutor Liaison Officer.

## Member Information and Privacy Protection

All U3As collect information about their members as part of the procedures of membership applications, enrolments, and attendance records.

### Our current policy:

- U3A Goulburn Mulwaree Inc. collects personal information\* from members for organisational, communication, emergency and insurance purposes only.
- This information is also provided to the MyU3A management system.
- This information is held confidentially, and will not be provided to any third party individuals or organisations without the consent of the member.
- Members are made aware (in Member terms and Conditions) that group photographs of a class may be used for the website, Bulletin and for publicity.
- Members agree to their email address being available to the Leader and class members.

\* This information includes names, residential and email addresses, telephone numbers, other contact details, course preferences, and may also include information such as birth dates, medical information and other personal details relevant to the individual member.

GM U3A Committee is at present formulating a Privacy Policy for our organisation. It will be available on our website, and included in this handbook, when complete.

## Copyright

### **Background:**

The ability to offer quality and diversity in teaching materials is essential to meeting student and tutor expectations within U3A. Therefore we have we have the appropriate copyright licences to enable our Tutors to copy printed material, and download and use audio and video/DVD material for use in U3A educational activities. The Copyright Act 1968 has special provisions to enable educational institutions to copy and distribute materials when and where they need them. Under the provisions of our licence agreements with the copyright agencies, our U3A is an Educational Institution, and as a member of the U3A Network NSW, our U3A is covered by the Network's Statutory Educational Licence, with blanket licences with the three main copyright agencies:

*Copyright Agency Limited (CAL);*

*Australian Performing Rights Association Limited (APRA);*

*Visual Copyright Agency Ltd (Screenrights).*

### **CAL:**

Some examples of material protected by copyright and used by U3As include:

- Copies from published works such as text books, journals, reports, research papers and newspaper articles.
- Images such as photographs, illustrations and promotional backdrops.

There are limitations on the extent of copying, but under the Licence you may reproduce:

- 10% of the number of pages or one chapter of a book;
- All of an item in an anthology, up to 15 pages;
- One article from a journal or more than one article if they relate to the same subject matter;
- The whole of an artistic work if it illustrates or accompanies text or music copied, or if it can not be separately purchased;
- The whole of a work if that work cannot be obtained within a reasonable time at an ordinary commercial price.

Copying in excess of these limitations requires the consent of the author or copyright holder.

To ensure compliance, the Copyright Agency Ltd. (CAL) has the right to monitor the copying history of an organisation that is preparing printed material for any purpose. The records of a U3A could be checked every four years. This being so, it is incumbent on all who copy material to maintain accurate records of their activities. The fact that copying might be carried out at different points by several people does not remove the need for proper recording.

For further information, see the *CAL* presentation, *Copy It Right*. This can be accessed from the U3A Network NSW website. <http://nsw.u3anet.org.au/copyright/>

**APRA:** represents the creators (and copyright owners) of music across Australasia, and by agreement, most music creators around the world. An APRA licence covers:

- the public performance, broadcast or communication of music;
- the reproduction (copying) of music (whether sheet music or CDs) for retail, personal or business purposes;
- and the synchronisation of music with film or video in an audio-visual recording.

The APRA licence, which we have, covers music performance, and the copying and playing DVDs and CDs.

**SCREENRIGHTS:** facilitates access to film, TV and radio and provides payment to copyright owners for the use of their work. It covers copying from video, DVDs, TV and radio performances.

However, it is permissible to show commercially produced DVDs to U3A classes without infringing copyright, as these are classified as private, not public performances, subject to the APRA licence (above).

**Screenrights** provides an additional free service to licences: a website that includes educational resources for audio-visual material at [www.enhancetv.com.au](http://www.enhancetv.com.au). The main features of the site include free downloadable teacher/tutor notes and study guides for documentaries and feature films. Note that the licensed educational institution is U3A Network NSW Inc, not your home U3A.

**The Internet:** There is a common misconception that material found on the Internet is copyright free. However, materials on websites are protected by copyright, just as material published in other formats.

**Acknowledgement policy:** All material used, copied or downloaded from any source for any U3A course, should acknowledge the author of that material in the course materials, including the date upon which it has been copied.

A suggested method of recording the amount of photocopying done, is to keep a record with your class roll, recording: content, date, number of copies etc.

A 'RECORD OF COPYING' form is provided on page 17 of this handbook.

For further information, see

CAL – <http://copyright.com.au>

APRA – <http://www.apra-amcos.com.au>

SCREENRIGHTS – <https://www.screenrights.org>

## Insurance Background

Public Liability Insurance is risk insurance to cover the risk of being sued. While Public Liability Insurance is not compulsory for incorporated associations, it is usually required by landlords for the hire of premises, and by government entities in relation to grants. It is also advisable in case any U3A is sued for injury or loss arising from a negligent act. See also Risk Management on p.13.

The U3A Network NSW Inc. maintains a Public Liability blanket policy on behalf of those of its member U3As (including GM U3A) which contribute to the annual premium. By arranging the blanket cover, the Network obtains the cover at a lower premium than would be payable by each member U3A individually. The policy is maintained by the *Community Underwriting Agency* which specialises in providing low cost insurance cover for community based, not-for-profit organisations. Public Liability cover runs from July 1 to June 30.

Members, committee members, Tutors, volunteers and members of the public may make a claim for injury against a U3A organisation, but must prove that the U3A concerned has been negligent in a matter which has contributed to the injury. There is no upper age limit for Public Liability Insurance. The minimum age is 8. Cover is only for the duration of the activity, not from the time one leaves or returns home.

One-off events such as Open Days and Performances are also covered, but if the attendance is to be 250 people or more, Community Underwriting requires notification, again via a member of the U3A Goulburn Mulwaree Inc's Executive Committee.

GM U3A has taken out affiliation with BUSHWALKERS NSW. Those who are accepted for the course Bushwalkers will pay a fee to offset this.

### **Implications for Tutors & Members:**

It is imperative that any person attending an activity or class run by GM U3A sign the Attendance Sheet. This includes the Tutor, Class Members, Guest Speaker and any other authorised visitors. The Attendance Sheet would be required for proof of attendance should a claim be made.

If a class is cancelled or postponed or re-located to a different venue, the tutor must inform the U3A Office prior to the event, so that a record of the change can be noted in our records.



## **Background to Reporting Incidents**

### **Standard Procedures**

All Tutors and members are required to wear their U3A badge to classes and events and to also sign the attendance sheet before commencing a class or attending an event.

### **Name Badges and I.C.E. details**

U3A Goulburn Mulwaree Inc. issues name badges to members to be worn at all U3A classes and activities. This helps everyone to get to know each other – it also has another very important purpose. On the back of each badge there is provision for relevant personal and medical information and contact details IN CASE OF EMERGENCY (I.C.E.). This should be completed by all members and it is therefore important to ensure members DO wear their name badges.

### **Incident Reports**

Should someone become ill or injured at a U3A event, it is advisable to complete an incident report. The report may be invaluable to assist health professionals, and also in respect to insurance claims. It needs to be completed as soon as practicable after the event, while it is in clear memory.

An Incident Report is included in the Appendix.

It is suggested that all Tutors have at least one copy of this available at all classes.

What to include in an Incident Report, where possible:

- Type of incident, e.g. injury, fall etc.
- Name and contact details of person injured (if available).
- Date and location of incident.
- Incident details.
- Names of any persons who assisted, witnessed or able to provide relevant information.
- Name and signature of the person completing the report

### **Implications for Tutors & Members:**

1. Tutors should keep one copy of the Accident/Incident form with the Class Roll;
2. Our members' safety and health is very important to U3A Goulburn Mulwaree Inc. and while every care is taken, it is also important that members themselves take responsibility for their own actions and take steps to ensure they have the correct level of fitness and health to take part in the classes and activities for which they enrol.

## **APPENDIX**

- Accident/Incident Form
- Risk Management Form
- U3A Reimbursement Form
- Tutor Application Form
- Privacy Policy (when available)

## ACCIDENT / INCIDENT FORM

To be completed and copies given to:

- Affected member
- U3A Goulburn Mulwaree Inc. Office

Note:

- The affected member may be the person completing the report
- If possible a witness should also sign the report
- It is preferable that there are three signatories – Tutor, affected member, witness. If the affected member is unable to sign, Tutor and another witness will suffice.

Date of report:.....Time of report.....

Details of person completing report:

Name.....Membership no. (if applicable).....

Address.....

Suburb.....State.....Postcode.....

Signature.....

Details of accident or health issue sustained whilst person was attending a U3A Goulburn Mulwaree class or event:

1. Member's name.....  
Membership no. ....
2. Member's address.....  
Suburb.....State.....Postcode.....
3. Date of accident/incident.....
4. Time of accident/incident.....
5. Name & address of venue where accident/incident occurred  
.....
6. Name of class/event.....
7. Description of accident/incident.....  
.....  
.....  
.....
8. Apparent injury.....
9. Was an ambulance called? Yes / No
10. Was contact person notified? Yes / No
11. Name of hospital to which member taken.....

12. Name of medical practitioner.....

13. Name and address of witnesses:

- a) .....  
.....  
.....
- b) .....  
.....  
.....
- c) .....  
.....  
.....

Please use the space below to provide any other relevant information.

## RISK MANAGEMENT

I acknowledge that I am voluntarily participating in a U3A Goulburn Mulwaree Inc activity and I accept responsibility for all that I do as part of activity.

I am aware that this may expose me to risk that could lead to injury, illness and possible loss of property, or income if remedial services are necessary.

I will listen to instructions and precautions given and participate within my capabilities having checked the degree of difficulty of the activity prior to participation.

I will advise the Tutor of any physical or other limitations that might affect my participation in any activity.

I will make every effort to follow the Tutor's instructions and inform the Tutor if I intend to leave the group at any time.

I will carry adequate food and water for the day's activity and ensure that my equipment, including clothing and footwear, is appropriate for that activity.

I have read and understood these requirements. I have considered the risks before choosing to sign this form.

I still wish to participate within these conditions.

I accept that in signing this form I am waiving my rights to sue the Tutor, U3A Goulburn Mulwaree Inc. and other participants.

No.	Name (please print)	Signature	Emergency Contact
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Tutor ..... Date .....

### GM U3A REIMBURSEMENT FORM

Date:.....

I, .....(print name)

wish to claim reimbursement for the items listed below, purchased for use by U3A Goulburn Mulwaree Inc.

I have stapled the receipts for each item onto the back of this form.

Signed: .....

Approved: .....(Committee Member) Date:.....

Item	Date	Description	Amount	Comment

## TUTOR APPLICATION FORM

NAME: .....

CONTACT number(s):.....

RESIDENTIAL ADDRESS.....

EMAIL: .....

MEMBER of Goulburn Mulwaree U3A:    Yes    No

NAME of PROPOSED COURSE:.....

COURSE CONTENT: Please provide a brief outline of the content of the proposed course:

.....  
.....  
.....  
.....  
.....

Please list below your qualifications, previous experience and/or interest in teaching such a course:

.....  
.....  
.....  
.....

Student prerequisites (if any) & equipment needed by students:

.....  
.....  
.....

Equipment needed by Tutor (if any):

.....  
.....  
.....

The U3A Committee cannot guarantee to meet all requirements of all tutors.

Please provide the information requested below, and every effort will be made to meet your needs:

FREQUENCY & DURATION of COURSE: .....

DAY (preferred): 1. .... 2. ....

TIMES of class: Commence..... Conclude.....

VENUE (Preferred) 1. .... 2. ....

Maximum class size .....  
(including Tutor)

Minimum number (students).....Please be aware that from Term 1 2019, the minimum  
number of students for any class will be three (3).

COURSE COST: Please provide details of any expenses that would have to be passed on to  
students in the course – photocopying/text book/etc.

.....  
.....  
.....

The space below may be used if there is any other information you wish to provide.

.....  
Signature

.....  
Date



## RECORD OF COPYING

Date	Number & Content	Author & publication	Purpose

## **PRIVACY POLICY**

To be attached when completed.