Information for Tutors and Group Leaders

What Is U3A?

U3A is an abbreviation for **University of the Third Age**, an organisation which aims to provide educational stimulus and support for older people.

U3A Prospect Inc. Branch, now U3A Inner North Inc, was established in 2018.

U3A was founded in Toulouse, France in 1972, with academic programmes offered to older people by universities. The concept was introduced in Britain in 1982 by a group from Cambridge University. British U3As quickly evolved away from courses chosen by universities, to the idea of self-help or mutual-aid organisations.

By drawing upon the skills and interests of its members, U3As tap the huge resources of skills and experience which exists among Third Age People, and which is sometimes ignored in the wider community. Among members of a U3A you will always find some people who are willing to share their knowledge with others by acting as course leaders or tutors. These members will be leaders in some classes and learners in others.

Mission Statement

Below is a direct quote from our constitution. Call it a Mission Statement if you will.

Aims/Objectives of U3A

- To encourage a learning community of people who are retired or semi-retired (who are not working more than 20 hours a week) in the 'third stage of life' (the 'Third Age') and who come together to share life skills, experience and expertise.
- To facilitate a program of activities that encourages co-operative investigation of a topic or area of mutual interest as a major focus.
- To operate the Association in a learning climate free from discrimination.
- To foster the joy of learning unrestricted by qualifications, awards or educational entry requirements.
- To promote positive aging by liaising with others to improve the status, well-being and position of older people in the community.

Thank You

U3A management and members want to thank you for your involvement as a group leader or tutor.

After all this is very true…….

> # No Tutors = No U3A

INFORMATION FOR TUTORS/GROUP LEADERS

The Venue

- Enfield Community Centre is owned and run by Port Adelaide Enfield Council. The site was previously Nailsworth Boys Tech then Nailsworth High School - the stadium and surrounding rooms were retained when the school was demolished.
- There is one paid staff member, Liz Haar, usually on the premises from 8am to 4pm. She is assisted by volunteers. It is a busy centre as there are 70 groups using it, but some only once a month. Many groups use the stadium on weekends and after school when there is no supervision. This is why everything has to be locked. CCTV has recently been installed because of damage to property over a weekend.

Storage and Equipment

- Storage space at ECC is extremely limited. We can use one unlocked cupboard above the sink in the small kitchen with useful items for all. Tea and coffee supplies are kept there, a black folder for attendance sheets, some stationery and paperwork, and name tags.
- U3A has items of equipment available for tutors to use. Our smart TV, projector and two computers are in the locked back room along with our Mahjong tables and other equipment. If tutors wish to use this equipment they must book this with U3A admin prior to the class.
- We have to ask tutors to bring with them to their classes any other equipment they might need, even including whiteboard markers and rubbers (which we can provide on request).

Attendance rolls

- The attendance roll sheet for your class should be printed off before the first class of each term from the MyU3A database (found via the tutor portal) and brought to each class. Remember that the Database allows new members to join any time, even mid-term, so it is a good idea to check your student list from time to time.
- If you prefer you can keep your attendance roll sheet in the black folder (in the unlocked cupboard above the small kitchen sink) and use it every time you have a class. At the end of each term all sheets should be placed in the black folder for collection. They are needed for insurance purposes and for COVID contact tracing.
- Please also print off a list of the Emergency Contacts for all your class members (available via the tutor portal) and bring to each class. This is for your own use only in an emergency, and it is confidential information. If required, a list of Emergency Contacts of all members is kept in a folder in the locked cupboard in the locked back room.
- The names of all class participants must be recorded on the attendance roll sheet at every session. Please check at the end of your session that the record is accurate. Please advise U3A Admin if there are attendees not on the roll or if someone is consistently absent.

First session

- All groups should have a COVID Marshall and follow ECC COVID rules.
- QR check-in can be done either at the door (with ECC code) or in the room (with the U3A Inner North code). Your copy of the code should be placed on a table near your door, along with the attendance roll. If all else fails, the attendance roll can be used for COVID purposes.
- At the first session explain the location of the toilets, the First Aid box, the fire extinguishers and Fire Exits and the site of the Meeting Point in the event of an evacuation.
- Remind participants to read the information on the website including the policy regarding absences, the hot weather policy, and the requirement to wear name badges.
- Introduce yourself and explain your interest in your subject. Give a brief overview of the course. Discuss any course materials. You may wish to use a handout.
- Ask participants to introduce themselves briefly at the first session.
- Ask if participants are happy to be on an email list just for your group. You should give them your email address but giving your phone number is optional, depending on whether you prefer to communicate by email or text. Ask them to contact you directly about all matters connected specifically to your course and to send you an apology if they are unable to attend a session. An apology is essential for some classes but not so for others so make sure that your class members know your preference.
- Allow ample time for packing up as there may be another group wanting to use the room after you. You should be out of the room by your finish time. The meeting room should be left as it was found unless you have an arrangement with the next group.

Group maintenance and communication

- You may wish to contact your group by email a few days before each class, both as a reminder, and in the interests of "group maintenance". Some tutors may like to keep the phone numbers of their group in their phone contacts (this could be important in the case of small group outings or field trips).
- U3A policy states that if a member misses 3 classes in a row without apology, that class position is considered vacant. Whilst this is only a real problem if there are members on your waiting list, we ask tutors to follow-up with non-attendees by email, or alternatively ask U3A admin to do it for them.
- If you are unexpectedly unable to take your class without notice, please advise the Venue Manager on the U3A phone number (0410434048).
- If any issues related to the venue arise, please discuss with the Venue Manager (or email U3A admin). We prefer that you don't approach the busy ECC staff if possible.
- Please inform U3A admin of any technological or maintenance problems. Always have a "Plan B" in case the technology should fail!
- The My U3A Database system allows new members to enrol in your course at any time, even mid-term, unless there is a waiting list. Please let us know if you do not want mid-term enrolments. U3A admin gets an automatic advice email about new enrolments and can cancel the enrolment if requested by the tutor.

Tea and Coffee and Social Interaction

- Tutors play a pivotal role in establishing a climate in which class members can enjoy their time learning together in a social setting. Tutors may wish to encourage discussion, allow time for conversation or just have a class break.
- It is up to the tutor to decide whether to offer tea and coffee and biscuits for their class. You can ask a helper to get the tub from the cupboard.
- COVID restrictions mean that all members have to bring their own cup however.
- It is also up to the tutor to decide whether to hold social events with their group eg going out for a meal at the end of term.

Other matters

- Planned tutor absences during the term are always possible provided the class members are all informed. The tutor may be able to put alternative arrangements in place, or the class could be cancelled for a short time.
- A timetable for the term can be found on the U3A Noticeboard in the corridor to MR1. This will tell you which U3A group is using which room and when.
- An incident form needs to be filled out in case of a significant accident or event. These can be found in the cupboard above the kitchen sink.
- If you wish to offer an outing or make other time changes please try to keep as much as possible to your scheduled time, remembering any changes you make might suit your members but could impact on another scheduled U3A class.
- Tutors should not handle membership money. Please direct all enquiries to U3A admin or the venue manager. If needed there are membership and enrolment forms in the cupboard above the kitchen sink. This is also where to find spare name badges and some stationery.
- Tutors can seek reimbursement directly from participants if required for course materials. Tutors are responsible for organising their own handouts.
- Tutors are expected to maintain confidentiality, and to respect and support their colleagues and class members at all times.
- Tutors should not hesitate to request support from U3A Inner North Management.
- Please enjoy your class! You are doing a great community service, so thank you.

Useful Information

2021 Term 3: Starts Tuesday 20th July
2021 Term 4: Starts Tuesday 12th October
2022 Term 1: Starts Tuesday 8th February
2022 Term 2: Starts Tuesday 3rd May

Website: u3ainnernorth.org.au

Mail: PO Box 2008, Prospect SA 5082

Email: admin@u3ainnernorth.org.au (Email is our preferred method)

Phone: 0410 434 048 (for urgent use only)

Basics Checklist

Remember to have available at each session

- Copy of COVID QR code for check-in
- Attendance roll
- List of emergency contacts (confidential)
- Before you leave
- Check attendance roll is accurate
- Safely put away all our equipment
- Turn off heaters and air-conditioners
- Turn off all lights
- Close the door

U3A Inner North Policies

These are a work in progress!

The following policies have been approved and may be helpful.

For advice re protocol not covered in this information booklet, please contact U3A admin.

Photography and Publicity Policy

Any photographs taken at U3A events may be used for publicity purposes. If you do not wish your image to be used, please advise the photographer not to include you and, if possible, move to the sidelines to allow photography of the rest of the group. Failure to do this and notify the secretary in advance of your wishes, implies tacit approval of our policy and your inclusion.

Hot Weather Policy

U3A Inner North activities will generally be cancelled if the maximum temperature for the day is 38 degrees Celsius or above as advised by the Board of Meteorology at 6.00pm on the preceding day. Cancellation is however at the discretion of the tutor or group leader.

Medical Emergency

If anyone collapses at a U3A Inner North course or event, it is our policy to call an ambulance. Members are advised to ensure they have adequate personal Ambulance Insurance to cover any call-out costs.

Members with Carers

Carers of members with disabilities are welcome to accompany those members to U3A Inner North classes and events, but are requested to remain with their client. U3A Inner North is not in a position to provide assistance should it be needed.

DATABASE INSTRUCTIONS FOR TUTORS

How to log on

Click on the *Tutor Login* link to open the login screen.

Enter your MyU3A Member ID and your password. If you have forgotten these, go to the Members Login, and click on **Forgotten Password/Id**, fill in your email, and your details will be emailed to you.

When you log in you will get a list of **your classes**.

- **Plc** – maximum number of students in your class

- **Rsv** – reserved – number of places not available for online enrolment (reserved for office allocation).

- **W/L** – waitlisted – number of students on the waitlist.

- **Enr** – number of students enrolled.

Select the one you wish to look at by **clicking on the circle to the left of the class ID** and then click on **Select**. The "**Class Profile"** screen appears:
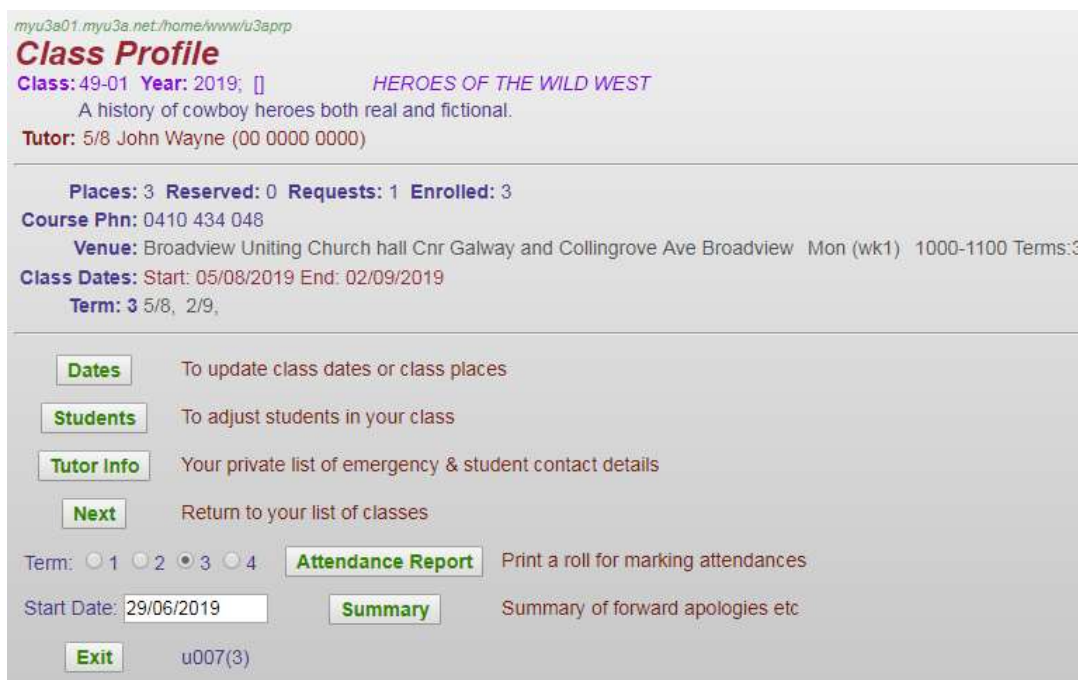
You'll use the green buttons on this screen to use other functions, and you'll be returned here if you click **Done** (or sometimes **Next**) from them.

How to view your student lists

Click on **Students** on your "**Class Profile**" screen.

You will see a list of all enrolled members, and on the waitlist, for your course (if there are any). The headings for that table are shown below. The **Requested** column shows the date this member was put onto the waitlist. The **Accepted** column shows the date of enrolment of confirmed members of the class.

By clicking on **List Waitlist** at the bottom of the screen you'll see a list of those on the waitlist along with the dates and times they enrolled. You can accept these members if your wish.

Clicking **Next** will take you back to the "**Class Profile"** screen. **Exit** returns you to our website.

How to print your student emergency lists

Click on **Tutor Info** from your "**Class Profile**" screen:

You will get a list, in family name order, of all enrolled students together with their health concerns, if recorded, and their emergency contact details. This is an important list and you should always have a printed copy of this in class in case of emergencies. ***Since it contains personal data, this should always be kept in your possession and not shared with others.***

At the bottom of the screen you will see two buttons. Click on **Print** for a copy to be printed.

Click **Done** to take you back to the "**Class Profile"** screen. **Exit** returns you to our website.

How to print a class roll for marking attendances

Select the term, and click the button **Attendance Record** on your "**Class Profile**" screen.

The Attendance Report lists all students down the page, one column for each class date. **Only one term's dates will be on the report.**

Scroll down the screen and at the bottom you will see two buttons.

Click on **Print** to print this page of the class roll for the class sessions.

Use this report to record attendances, withdrawals, absences and apologies during your class.

Click **Done** to take you back to the **Class Profile** screen.

How to check for apologies

Click the button **Summary** on your "**Class Profile"** screen.

This will show you if a member has indicated they will be absent from the class on certain dates.

Click **Next** to take you back to the **Class Profile** screen. **Exit** returns you to our website.

OPENING & CLOSING PROCEDURES AT ECC

OPENING

The following U3A people are usually first in to ECC on a given day so have a set of keys to the centre and the locked back room. The keys are only needed if no ECC staff are present. These names could change however…

Daniel Turner (Tuesday & Friday)

Jenny Rossiter (Wednesday)

Pauline Kemp (Thursday)

Also Jude Hennig , Jo Kemp

ECC staff is usually there before 9am to switch the door to automatic.

If a keyholder arrives before ECC staff they need to remember to turn off the alarm with their key tag - just wave the tag around in front of the box on the wall between the kitchen and the stadium.

 If you try to access the locked back room for equipment, you will set off the alarm unless the alarm to the ECC Office is also switched off, as the two rooms are linked.

CLOSING

ECC staff should let you know when they are leaving the premises. They will switch off the automatic door and alarm the front office.

SO if you then try to access the locked back room (eg to put away the TV or computer) the alarm will go off as the back room is linked to the office alarm.

So don't let the person with the key leave until you have secured our property safely!

If you are the last out you do not need to touch the alarm (you may not be able to anyway if you don't have a key!). Make sure all lights and airconditioners are off and close your room door.

Just press the green button near the front door to get out and that will suffice. Every afternoon/evening other groups come in to use the stadium anyway – they all have keys.

If you have any problems please contact

 Venue Manager - Jude Hennig on 0408834489

(Or President - Pauline Kemp on 0400259729)

SETTING UP & PACKING UP SUMMARY

(for tutors and helpers)

SETTING UP

- Put on lights/heater/air-conditioner

- Put out COVID code

- Put out attendance sheet

- Tables and chairs out

- Equipment from locked back room if you have booked it.

- Tea and coffee out?

- Ensure all group members have signed in.

- Ensure all group members have name tags (in kitchen cupboard)

PACKING UP

- Everything back as you found it (unless you know there is another group to follow)

- Ensure attendance sheet is accurate.

- Attendance sheet – either put it in folder in kitchen cupboard or take it home for next time.

- Pack back room equipment properly if used, and lock cupboard.

- Don't forget to take the ECC remote back to the ECC office if you used the ECC TV.

- Don't forget the a/c, the heater and the lights.

HOW TO PACK OUR EQUIPMENT

The laptop bags, the projector bag and the tub are found in the locked U3A cupboard in the locked back room. The TV sits against the wall in that room.

Each Laptop Bag should contain

- Laptop (older HP or newer ACER)
- Laptop power cord and power pack
- Mouse – ACER has a cordless mouse (which needs batteries) - switched off!

Projector Bag should contain

- Projector
- Projector Power cord
- HDMI 4K cable

The Technology Tub should contain

- Extension cords
- Webcam
- The wireless laser pointer in its box (needs batteries) - switched off!
- Spare Powerboard
- Spare batteries
- Spare wired mouse
- Spare power pack
- The U3A TV remote (NOT the remote to the ECC Hall TV which belongs in ECC Office)
- Other mysterious items

TV

- Leave the TV power cord and black powerboard attached to the TV
- Leave HDMI 4K cable attached behind TV in port marked HDMI 1
- Replace black cotton TV cover over screen
- Park the TV safely against the wall in the back room. This may require some rearrangement of items and furniture as things in that room move.

If you can't find what you want it may still be attached to the TV or in the wrong bag.

Please let U3A admin know if anything goes missing!

SETTING UP THE ECC TV IN THE HALL FOR PRESENTATIONS

To operate the TV you will need to get the <u>remote control</u> from the ECC office.

1. To turn the TV on, put the power plug (right hand side of TV) into the power outlet below. You will need to use the powerboard for the laptop too.
2. The TV should come on automatically, otherwise press the button under the middle of the TV (you will see a light).
3. There are 2 long cables hiding behind the TV on the left hand side - one USB and one HDMI. Sometimes they are tied up and tucked up quite high.
4. If you just have photos to show and no PowerPoint, you can just use the USB cable without the laptop. Use the ECC remote control (kept in the ECC office) to run the photo show.
5. Otherwise, plug the HDMI cable directly into the laptop.
6. Turn on the laptop (button top left side of keyboard on the older HP laptop, or top right side of keyboard on the newer ACER laptop). (NB If you are using the older HP U3A laptop, it does not show a light to indicate that you have turned it on, and there is a few seconds delay before the screen changes from black, so at first you may think it is not working.)
7. If you are lucky the home screen of the laptop will then appear on the TV. So then go to point 15.
8. If it does not, you will need to change the TV from the TV setting to HDMI 1 setting as described in points 9-14.
9. Point the ECC remote control (kept in the ECC Office) at the TV and move the control around until you see the teardrop cursor.
10. On the remote control, click on the home button (shape of a house on the left side of the remote control.) This brings up a menu across the bottom of the TV screen.
11. Hover the teardrop cursor over the Home button on the TV screen (lower left corner). The words "Home dashboard" will appear, with 5 white boxes above, the fourth one saying HDMI.
12. Click on HDMI box on the TV screen (using the button in the middle of the remote).
13. The home screen of the laptop should now be displayed on the TV screen.
14. If you get lost at any stage, click on the home button of the remote and start again.
15. Continue to log on to the laptop – press enter then the password (Prospect2017). (If it asks for a PIN not a password, it is 2017.)
16. Insert your USB into the laptop.
17. This should now work, but if there are problems, open Windows File Explorer on the laptop and search for the USB on the left side of the screen.
18. A cordless mouse (needing batteries) or a wired mouse can be used with the new ACER laptop but remember to switch the cordless mouse off!

(The powerboard may be in the Technology Tub or it may still be connected to the U3A TV.)

REMEMBER TO TAKE THE REMOTE BACK TO THE ECC OFFICE WHEN YOU ARE FINISHED.

SETTING UP THE U3A EQUIPMENT

HOW TO SET UP THE U3A TV AND A LAPTOP USING THE HDMI CABLE

1. To turn the TV on, put the power plug into the power outlet. (The power cord plugs into the right side behind the TV but should already be there.) You may need to use the power board (which could be in the Tub) if you also want the laptop attached to the mains. The TV remote is kept in the Tub.
2. The TV should come on automatically, if not press the button "TV " on the remote.
3. Plug the 4K HDMI cable into the laptop . The other end should already be in place in the HDMI 1 port behind the TV on the left hand side. (If the cable is not in the TV already, look in the Tub)
4. Turn on laptop (button top left side of keyboard on the older HP laptop, or top right side of keyboard on the newer ACER laptop). (NB If you are using the older HP U3A laptop, it does not show a light to indicate that you have turned it on, and there is a few seconds delay before the screen changes from black, so at first you may think it is not working.)
5. Press enter then the PIN (2017) or the password (Prospect2017)
6. Insert your USB into the laptop.
7. This should now work, but if there are problems, open Windows File Explorer on the laptop and search for the USB on the left side of the screen.
8. A cordless mouse (needing batteries) or a wired mouse can be used with the new ACER laptop but remember to turn the cordless mouse off!

HOW TO USE THE WIRELESS LASER POINTER/CONTROLLER

1. Take the pointer's USB out of the pointer and put it into the computer.
2. Switch on the pointer (tiny on/off switch)
3. Point it at the computer to change the slides of your presentation.
4. Use the green laser pointer as needed. NB It doesn't work on the TV screen, only on the wall!!
5. At the end of the presentation, take the pointer's USB out of the computer and slot it back into the pointer.
6. Switch off the pointer.
7. Spare batteries are kept in the Tub.

HOW TO CONNECT TO WiFi

1. Click on the internet symbol (like a globe) very bottom right of laptop.
2. Options appear on upper right. Click on City of PAE WiFi – connect automatically.
3. There is no password.
4. A disclaimer will appear - just cancel this and you should be on.

SETTING UP THE PROJECTOR AND U3A LAPTOP

(You have to project onto a wall…)

1. Take projector, laptop and tub out of locked U3A cupboard in office.

2. Connect projector and laptop to power (use extension cord and power board) - push cords under the table so as not to be a trip hazard.

3. Use the 4K HDMI cable to connect projector and laptop to each other. This cable should be kept in the projector bag.

4. Turn on laptop (button top left side of keyboard on the older HP laptop, or top right side of keyboard on the newer ACER laptop). (NB If you are using the older HP U3A laptop, it does not show a light to indicate that you have turned it on, and there is a few seconds delay before the screen changes from black, so at first you may think it is not working.)

5. Log on to laptop - Press enter <u>PIN</u> 2017 or <u>Password</u> : Prospect2017

6. Turn on "startup" button on projector.

7. Make sure you open the lens!

8. Adjust the height of projector (button underneath at the front will move the stand up and down). Note when you pack the projector away, you need to put the stand down.

9. lnsert USB into laptop.

10. You should now be able to connect to the presentation through the USB. However if that doesn't work, open Windows File Explorer on the laptop to find the USB (on the left side of the screen).

11. A cordless mouse (needing batteries) or a wired mouse can be used with the new ACER laptop but remember to turn the cordless mouse off!

Tutor/ Group Leader/ Guest Speaker Proposal

* This information will be published in the Program. Please keep it brief and informative.	
Tutor Name	
* Course Description, Content 3 - 4 sentences	
* Tutor Profile 2 - 3 sentences max A head and shoulders photo for the website would also be appreciated	
* Student requirements eg course materials, flat shoes. Any charge?	
* Additional Information	
Class size Minimum/maximum	
Length of Session Please specify: 1 hour, 90 minutes, 2 hours, all day etc.	
Tutor/venue requirements eg. audio visual, kitchen facilities, whiteboard	

Contact Not for publication # U3A member no……………	Phone		email

The following information generally refers to ongoing courses. Guest speakers may ignore the rest of this form if time and day has already been confirmed.

Frequency eg one off, weekly, fortnightly once a month				
Preferred Day/Times Please give 3 options in order of preference. Eg Early morning, mid-morning, afternoon, 9-11.00am etc It will help to specify what times you are definitely not available	Tuesday	Wednesday	Thursday	Friday
Term/s	Term 1	Term 2	Term 3	Term 4
Number of sessions (if not a full term)				

Tutors/Group Leaders only need to be financial members of U3A if they wish to enrol in other courses for their own learning.

CODE OF CONDUCT

U3A Inner North expects that all members, tutors and other volunteers will behave in a courteous and civilised manner in all dealings relevant to U3A Inner North. As a member of U3A Inner North, you therefore agree to abide by this Code of Conduct by:

1. Participating in U3A Inner North activities in a friendly and positive way at all times.
2. Being honest and ethical in all dealings with U3A Inner North.
3. Showing respect, courtesy and consideration to everyone you deal with in U3A Inner North and the general public in relation to our activities.
4. Being punctual and reliable in attending U3A Inner North classes/events/office rosters or other commitments; and forewarning of unavoidable absences, withdrawals from classes and events.
5. Observing strict confidentiality regarding organisational and member's personal information to which you may have access.
6. Avoiding all forms of discriminatory behaviour in regard to nationality, ethnicity, gender, sexuality, culture, religions, age and mental or physical disability.
7. Not engaging in behaviour that is inappropriate, disruptive or intimidating, as would breach the rights of other persons to participate in a class/event or to carry out their designated role.
8. Preserving the wellbeing and safety of members, tutors and presenters, office staff, committee and working group members by:
    a. Participating safely in each class or activity, and abiding by all reasonable directives or prerequisites specified by the tutor or group leader for that participation;
    b. Refraining from activities or comments that would place others in a vulnerable situation;
    c. Not causing any wilful damage to any premises, materials, facilities or equipment used by U3A Inner North.
9. Promoting U3A Inner North in a positive manner.
10. Abiding by this Code of Conduct and all other U3A Inner North published policies and procedures.

Adapted from U3A Adelaide Code of Conduct
http://www.adelaideu3a.on.net/
Accessed 14.12.17