



TUTORS INFORMATION

Welcome to Tutoring!

For those new to this, it is both easier than you think and a whole lot of fun. For returning Tutors, welcome back. I hope this information proves useful to both groups.

Getting Started

When you decide to Tutor there are a few key points you need to consider. Taking a few minutes to think these through makes it much easier to plan at all levels:

- Your students and their ability levels
- Topics you will teach and the level of complexity you will target
- How much time you will commit to and require of your students
- Practicalities of the teaching space
- Best way to present the lesson to suit both you and your students
- Your purpose and that of your students.

There are four elements in every successful lesson/unit/course:

- An introduction
- Small steps breaking what seems complex into a sequence of simple bits
- Guided practice putting the steps together
- Independent practice to reinforce the newly acquired ability.

Always keep in mind that people learn in different ways:

- Aural Learners learn best by listening and asking questions
- Visual Learners learn best by watching and/or reading
- Kinaesthetic Learners learn best by doing

A few final tips to help your students learn:

- Rephrase and repeat the important points to convey them more effectively
- Check for understanding as you go
- People remember best what they see and hear first, then last, but often forget the stuff in between.
- Remember to encourage the wallflowers, and keep the show ponies in check
- People remember things better if they write them down, even if they never look at the notes again.

Essential Housekeeping

- I know this can be boring, but it is important, so please don't neglect it:
- Keep a record of attendance for your classes. (Essential for insurance purposes.)
 - Keep a record of contact numbers for your students, and ensure they have yours. This is in case of last minute changes to upcoming lessons.
 - Remember that prospective students/members may attend one lesson before committing themselves. Please make them welcome, record them on the attendance sheet and encourage them to sign up.
 - Check the Tutors cupboard for anything for you and/or your students. (Such as messages, newsletters, receipts, membership forms, FYI documents you may wish to peruse and so on.) You can leave things for the Committee there too.
 - Collect and receipt money from students as necessary. You can leave this in the red Tutors box.
 - Complete the appropriate paperwork for any new students.
 - Promote your class to attract new students. Share your students with other members through the Newsletter. The Class Co-ordinator and/or the Publicity Officer can help you with this.
 - Tutors are unpaid volunteers, but you are not expected to suffer financially as a result of your Tutoring. You may ask class members to contribute to the reasonable cost of teaching aids, or you may be able to claim these from U3A Gympie Inc.. You should discuss likely costs with the class and/or Treasurer before committing yourself to spending money.
 - Free photocopying can be arranged through the Class Co-ordinator. Otherwise, you and/or your students need to cover the cost yourselves.
 - In all venues, please observe the normal courtesies. Return furniture to their original positions, clean up any mess created (including whiteboards), secure windows and doors and remove any rubbish generated. Be aware of any specific requirements of the venue providers.

Safety First

- Please remember that you have a duty of care to your students. Tutors should always warn students if a situation could be hazardous to them.
- If someone in a group has an accident, after arranging for first aid and encouraging the victim to consult a doctor, the tutor must ask an eyewitness to provide a signed, dated report in their own handwriting. The eyewitness could be the tutor. This report should be given to the Secretary or the Course Co-ordinator as soon as possible.
 - U3A Gympie Inc. tutors are responsible for maintaining a safe environment within a class or group. This includes positioning equipment on secure, stable platforms and ensuring that electrical leads and other cords are positioned to minimise accidents or inadvertent dislodgement.
 - U3A Gympie Inc. equipment operators / tutors must alert members to possible temporary hazards such as cords which have to be placed temporarily across floors and the need to keep liquids away from electrical equipment.