



Network Victoria
UNIVERSITY OF THE THIRD AGE

U3A TUTOR BANK HANDBOOK



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“Working with Wood” Tutor Bank Tutor
Blythe Osborne, U3A Emerald

U3A TUTOR BANK PROGRAM OBJECTIVES AND THE NEC ROLE

Objectives

The objectives of the Tutor Bank program are:

- to support U3As to expand their course offerings by recruiting U3A tutors registered under the Tutor Bank program to deliver programs at the host U3As
- to provide tutors an opportunity to deliver their program at other U3As
- to offer an opportunity for U3As and Tutor Bank tutors to learn from each other
- to enable, in certain circumstances, for a course introduced by a Tutor Bank Tutor, to become part of the course offerings at the host U3A
- to provide a vehicle for tutors to support other U3As in different ways.

Role of the Network Education Committee (NEC)

The role of NEC is to:

- develop, maintain and review the U3A Tutor Bank Program;
- receive all the Tutor Bank tutor registrations and de-registrations;
- maintain the Tutor Bank, particularly ensuring the currency of all registrations
- liaise with the U3A Hosts and Tutor Bank tutor's U3A
- promote the Tutor Bank program via U3A Network's communication channels e.g. Website, eBulletin, Regional Networks

REGISTERING AS A TUTOR BANK TUTOR (TBT)

Registration Steps

- Fill in the Tutor Bank Tutor Registration Form
- The Tutor Bank Tutor Registration Form can be obtained from your U3A Course Coordinator or your U3A Administration. (TBTRForm is on P 6)
- Discuss your registration with your Course Coordinator
- Email Tutor Bank Tutor Registration Form to u3anec@u3avictoria.com.au
Att: NEC Tutor Bank
- Your personal contact details will not be advertised throughout the U3A members as host U3As will contact you through your U3A.
- U3A NEC will acknowledge your registration by email. There may be a phone call from the NEC to clarify certain information.
- Your Tutor Bank course details will be sent to U3As at the next monthly mail out to U3As and posted on the U3A Network website
- In the next section (Recruiting a Tutor Bank Tutor), there is a list of discussion points that you might wish to consider asking the host U3A about running your course.
- If you are asked to run a course for another U3A
 - Advise your Course Coordinator
 - Notify the NEC by email if you now don't want any more bookings for your course or changes made to your course
- For whatever reason that you wish to be taken off the Tutor Bank Tutor Register, just advise the NEC by email u3anec@u3avictoria.com.au
Att: NEC Tutor Bank Tutor Register and your details will be removed. You may want to request temporary removal if you are fully booked at the time with other U3As.

RECRUITING A TUTOR BANK TUTOR

Recruitment Steps

- Choose the course you wish to run from the Tutor Bank registrations.
- Contact the Tutor Bank Tutor's U3A Course Coordinator who will pass on the contact details of the tutor of the course you have chosen
- Contact with the Tutor Bank Tutor to discuss the arrangements necessary to conduct the particular course offered by the tutor. (See next section, Tutor Bank Tutor Recruitment Discussion Points) or suggested discussion points.
- As a courtesy, make a call to the Tutor Bank Tutor's U3A to advise that their member will be conducting a course at your U3A. It would be appreciated if similar advice if the NEC could be CC u3anec@u3avictoria.com.au
Att: NEC Tutor Bank Tutor Register.



U3A Brimbank – star Mahjong players. TBT taking photo!

TUTOR BANK TUTOR RECRUITMENT DISCUSSION POINTS

Information provided by the Tutor Bank Tutor to the Host U3A

Tutors should provide the following information for the Host U3A

- Style of course i.e. lecture, facilitated discussion
- Length of course being offered
- Resources required e.g. computer, whiteboard, microphone, access to internet
- Room set up i.e. tables for small groups, lecture style
- Any additional costs required to conduct the course
- Photocopying required
- Any special requirements for the course
- Travel and course expenses reimbursement

Information provided by the Host U3A to the Tutor Bank Tutor

- Directions to the U3A and parking facilities
- Contact details
- The Course Coordinator may want to meet the Tutor Bank tutor prior to the commencement of the course to:
 - demonstrate the U3A facilities
 - introduce key U3A personnel
 - explain any administrative and security requirements
 - demonstrate any technology required for the course
- Introduce the Tutor Bank tutor to a Host U3A member who will meet the Tutor Bank tutor on the first day of the course and will act as the contact person for the Tutor Bank tutor throughout the course. This may be the Class Support member who maintains the roll, collects monies, etc. This contact person would resolve any problems the visiting tutor may have delivering the course.

NEC SUPPORT

Should either party in this program need any further support or have any questions about the Tutor Bank Program then please contact the NEC by:

- Email: u3anec@u3anetwork.com.au
- Phone: U3A Network Office – 03 9670 3659

U3A TUTOR BANK TUTOR REGISTRATION FORM

<ul style="list-style-type: none">• U3A TUTOR BANK TUTOR REGISTRATION FORM• Email forms to: u3anec@u3avictoria.com.au• Att: NEC Tutor Bank	
Tutor Name (Tutor Bank Tutor)	
Home U3A (Contact details)	Name Email Phone
Course Description (One Course per Registration Form)	
Other information	
U3A Tutor contact details	Mob: Email: (For Office use only)