

Notes for Tutors / Course Leaders when completing a Course proposal form 2024 - 2025

Tutor Support Handbook (TSH)

A small team of Courses Committee members and Office staff have produced a 'Tutor Support Handbook', intended to be a resource to all of our tutors and indeed any members who might be thinking of starting to teach a course in the near future.

It is meant as a resource for you to dip into, not to read from cover to cover, though there is absolutely nothing to stop you from doing that! The Tutor Support Handbook can be found on the tutoring information page of the [website](#).

Personal details

Tutors' telephone numbers, email addresses and private home address (if this is the course venue) will not be printed in the Programme; they will only be available to members on the website (to which they need to log in) or on request from the Office. If you do **NOT** wish to have your telephone number or email address available to members please state this on the form.

Course members

Tutors should be aware that they cannot pre-select members for their course. Members are asked to apply for courses in their own order of priority. We aim to allocate all members to at least their 1st choice if their application is received by 1st August. If it is important that a certain member be given a place on your course because they help run it or, if your course is a continuation (but **only** when a syllabus is followed) their names should be given to the Office by the end of June. The member must be told to make this their 1st choice on their application form, if they do not, they cannot be guaranteed a place.

Maximum number of students

Because of illness, appointments or commitments it is rare to have 100% attendance each week and, as a result, there are empty places that could be filled by people on the waiting list. Therefore, we add approximately 20% to the maximum number when allocating places to members, unless you clearly state that you have already made an allowance for absence in the maximum number. This procedure has worked well in previous years by reducing waiting lists and increasing members' satisfaction with their allocated courses.

Less than 50% enrolment in courses

In September, if a course which is due to be held in either the Bridge Street premises or a hired venue has failed to achieve a 50% take up then its financial viability will be considered. This could result in the course moving to a smaller venue or member's home or in its cancellation. The exact course of action will be decided following consultation between the tutor, the courses committee and the Office staff.

Class size

This can vary from a small discussion group of about 5-10 people (usually held in members' homes), a larger class of 20-25 or a class of up to 100 subject to suitable accommodation, see attached Preferred venues list.

Frequency of classes

How often and for how many terms a course runs is up to you. This can be weekly, fortnightly or monthly and for 1, 2 or 3 terms, whilst short courses of 5 weeks can be a good introduction to a new subject.

If your course is on a Monday, then you may be able to add extra ones to the end of the term to make up for the Bank Holidays, but you will need to arrange this with the Office so that accommodation can be booked/reserved.

Although we will try to allocate your preferred day and time, this may not be possible in all cases but we would discuss this with you before booking rooms.

Zoom

If you wish to deliver your course by Zoom, you will be asked to select one of the following options:

Zoom only (we have our own Zoom licences but you may use your own if you wish).

Hybrid (whereby some members attend in the classroom and others simultaneously attend remotely via Zoom) - Bridge Street premises only

Please note: Hybrid works well for lecture style courses but not so well for discussion. You will need to attend a training session before your course starts.

The format you choose is for the entirety of your course, you cannot have one term face-to-face and a different term by Zoom or Hybrid.

Language courses

If you are offering a language course please clearly state the level at which you will be working to ensure prospective members know whether it is suitable for them.

Course venues

Please see the list of Preferred venues on the [website](#).

As we are again looking to ensure that Bridge Street attains near maximum occupancy and that our use of external venues is constructive and economical, courses are to cost no more than £49.50 per member attending for the academic year. When we start timetabling courses, if we find your course exceeds this amount, we will contact you to discuss potential changes. This may require a course to either meet for fewer weeks, or to consider a change of venue.

Additional costs to members

In the course description please include details of any expected costs associated with your course which members will need to pay e.g. a donation towards photocopying; art models; equipment, entrance fees etc clearly stating when these need to be paid and to whom.

Equipment

There is a certain amount of equipment available for tutors to use at various venues: digital, slide and overhead projectors, video, DVD, and audio equipment. Please indicate your requirements on the form as there is significant demand to use this equipment. If you wish to use your own laptop this needs to be PAT tested before use. We arrange to do this in October (date to be confirmed).

Feedback for courses

When your course has finished, we will ask class members to complete a feedback form. These will be treated confidentially and collated and sent to you. If you do not wish to receive this, please let us know.

Term dates

Autumn term: Monday 7 October - Friday 13 December 2024

Spring term: Monday 13 January - Friday 21 March 2025

Summer term: **Tuesday** 22 April - Friday 13 June 2025 (NB. 8 weeks but Monday classes = 5 weeks due to Bank Holidays on Monday 5 & 26 May).

Important dates

12 April - proposal forms for courses to be received by the Office

May / June - accommodation booked for courses, draft programme entry sent to tutors for approval prior to Programme being sent to printers

Late June - preparation, printing and mailing of Programme

Early / mid July - Programme and application form sent to members and prospective members

1 August - application forms to be submitted, allocations made to courses

September - preliminary class lists sent to tutors and allocation letters sent to members

Beginning of October - final registers for Autumn term courses sent to tutors

9 October - start of academic year and Autumn term

End of December - registers for Spring term courses sent to tutors

April - registers for Summer term courses sent to tutors

Finally - When you fill in your course application form, do not apply for your own course as this might mean someone on the waiting list doesn't get a place!