

NOTES FOR TUTORS / CLASS LEADERS WHEN COMPLETING A COURSE PROPOSAL FORM 2018-2019

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 will need to log in) or on request from the Office. If you do **NOT** wish to have your telephone number or email address made available to members please state this on the form.

Class 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 at a class and, as a result, there are empty places that could be filled by people on the waiting list. Therefore, we will 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 class meets is up to you. The class can meet 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 you hold your class on a Monday, then you are welcome to add extra ones on to the end of the term to make up for the bank holidays, but please advise the Office so that accommodation can be booked/reserved.

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.

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 are using your own laptop this will need to be PAT tested before use at Bridge St and some other venues (a date will be arranged).

PTO

Term dates

Autumn Term: Monday 8 October - Friday 14 December 2018 (10 weeks)

Spring Term: Monday 14 January - Friday 22 March 2019 (10 weeks)

Summer Term: **Tuesday** 23 April - Friday 21 June 2019 (9 weeks*)

* For Monday classes this will be 6 weeks due to the late start and 2 bank holidays during this term

Important dates

End of March – proposal forms for courses to be received by the Office

April / May – accommodation booked for classes, draft programme entry sent to tutors for approval prior to Programme being sent to printers

End of June – Programme and application form sent to members and prospective members

July / August – application forms sent back to Office and allocations made to courses

August – preliminary class lists sent to tutors and allocation letters sent to members

End of September – final registers sent to tutors of autumn term courses

October – start of academic year

End of December - registers sent to tutors of spring term courses

April - registers sent to tutors of summer term courses

Finally - When you fill in your application form for membership and courses in July please do **NOT** apply for your own course.