



# YOUR GUIDE

## Becoming a Lifelong Learning Tutor

**APPROACHABLE**

**CREATIVE**

**ENTHUSIASTIC**

**SKILLED**

**KNOWLEDGEABLE**

**PASSIONATE**

**EXPERIENCED**

**COMMUNICATIVE**

**PATIENT**

**CONSIDERATE**

**LEADER**

**PROFESSIONAL**

**RELIABLE**

**ORGANISED**

**FOCUSSED**

**2019 –2020**

# Key Information

The Lifelong Learning programme of short courses began in Autumn 2008, offering access to learning opportunities for people at all stages of life. People enrol on courses for a whole host of reasons; to expand their interests, learn a new skill, gain confidence in learning or improve their employment prospects. Lifelong Learning is not only a wonderful way to connect with new people and establish friendships but also a chance to enjoy our beautiful campus and facilities.

At Stranmillis University College we welcome people from a wide range of educational, social and cultural backgrounds to participate in our courses.

## Categories

**AHC**

Art, Hobbies and Creative Design

**CHA**

Culture, History and Archaeology

**HFW**

Health, Fitness and Wellbeing

**LNG**

Languages

**LCW**

Literature and Creative Writing

**WAU**

World Around Us

**PMI**

Parenting, Media and Intergenerational Learning

# Common Questions

## Why become a Lifelong Learning Tutor?

Working as a Lifelong Learning tutor can be hugely rewarding. If you have a passion for educating others then there's never been a better time to consider working as a Lifelong Learning tutor. Tutoring is an excellent opportunity to build your leadership and communications skills and help others.

## What qualities make a good Lifelong Learning Tutor?

If you're considering becoming a Lifelong Learning tutor, it's important to ask yourself if you have the personal qualities needed to work with students. Generally, tutors should be friendly and approachable yet maintain a professionalism that reassures participants. It is important to have patience and to have a genuine interest in working with those looking to learn. If you have the ability to motivate people and approach new challenges with enthusiasm, then becoming a Lifelong Learning Tutor can provide you with great satisfaction.

### Essential Criteria

- Educated to degree standard or have relevant professional experience
- Excellent communication and organisational skills

### Desirable Criteria

- Ability to design courses for adult learners
- Ability to work comfortably with social media platforms
- Experience of teaching adults

## How much will I get paid?

The hourly rate for a Lifelong Learning tutor is £25.00 per hour. The University College does not reimburse travel costs. The College is required to participate in the National Fraud Initiative and to complete returns annually to HMRC about payments to individuals. Tutors need to ensure that they manage their individual taxation affairs.

## Can a Lifelong Learning Tutor attend another Lifelong Learning class?

Provided it does not conflict with a course you intend to offer, all tutors are offered a free place on any of the advertised Lifelong Learning courses. If you wish to avail of this opportunity, please submit a completed enrolment form to Lifelong Learning—indicating FREE PLACE.

## What is the Tutor Information Evening?

The Tutor Information Evening is a great opportunity to share views, go over some of the procedural matters, meet staff and mingle with each other. Even though you may have attended these sessions in the past, it is always helpful to come along as procedures evolve and improvements are made year upon year. It is also an ideal chance to think about and discuss combining skills.

## What is the Lifelong Learning Annual Event?

The Annual Lifelong Learning Event is held to launch the new programme. A special guest speaker is sought who usually talks for about 45 minutes. There are light refreshments available and the event is free, although limited to 170 guests. It is a wonderful opportunity to engage with fellow tutors and lifelong learners and to collect a few copies of the programme in advance of the mail out.



## Your Next Steps

STEP ONE      Submit a **Course Proposal Form**

STEP TWO      Submit a completed **Tutor Detail Form**

If you are a **new** tutor, a completed Tutor Detail Form is to accompany the Course Proposal Form. If you are an **existing** tutor and your personal details have recently changed, please submit an updated Tutor Detail Form to the Marketing Office.

STEP THREE    Attend an informal meeting to view campus and facilities

STEP FOUR     Submit a completed **New Supplier Form**

STEP FIVE      **Contract:** Once your course proposal has been accepted, your contract(s) will be emailed and posted to you. Each tutor will receive a Contract for Services (excluding Stranmillis University College staff or special arrangements with partner organisations). A signed copy needs to be returned to the Marketing Office before teaching commences. If a completed contract is not in place the course cannot proceed and no payment will be made.

STEP SIX        Attend the Tutor Information Evening and Annual Event

STEP SEVEN    **Tutor Claim Form:** Upon conclusion of a course or workshop, please complete and submit a Tutor Claim Form and any approved receipts or invoices to the Marketing Office. One Tutor Claim Form is required for **each** course or workshop. Claims should detail the number of students attending each week for monitoring purposes. Tutors will be reimbursed by BACS direct to their bank account.

STEP EIGHT     **Attendance Sheets:** Please return completed attendance sheets to the Lifelong Learning Office at the completion of your course along with completed tutor claim forms. Should there be any anomalies with attendance sheets, please contact the Lifelong Learning staff as soon as possible for clarification.

**IMPORTANT**    If you are unable to take a class, it is **your responsibility to find a suitably qualified replacement**. Please keep Lifelong Learning administrative staff informed of changes or developments.

# Course Proposal

## Propose a Course

One form is required for each course, workshop or outing you wish to provide. Please ensure that the course proposal form is completed, with as much information as possible so that administrative tasks can be completed accurately e.g. costs, special guests, suitability of room and/or materials. If you are repeating a course, please ensure that all aspects of the form are completed in full and provide any amendments where necessary. You are most welcome to submit course proposals at any time throughout the year to [marketing@stran.ac.uk](mailto:marketing@stran.ac.uk). Please ensure that you receive confirmation that your proposal has been received.

If you need assistance or need help with any aspect of this form, please contact the Marketing Office at [marketing@stran.ac.uk](mailto:marketing@stran.ac.uk) or 028 9038 4352 to arrange an appointment.

### Essential Criteria

- Well designed and structured
- Financially viable

### Desirable Criteria

- Provide access to lifelong learning for non-traditional learners
- Clearly identified market
- Innovative in terms of content and/or approach
- Offering progress routes e.g. Beginners, Intermediate, Advanced

Dates for your Diary		
19 Jun 2019	Tutor Information Evening	4.30pm - 6.00pm
19 Jun 2019	Annual Lifelong Learning Event	6.30pm - 9.00pm
26 Aug 2019	August Bank Holiday	College Closed
27 Aug 2019	Market and Promote your course(s)	Radio, Print Media and Social Media
28 Oct 2019	Halloween Week (inclusive)	01 Nov 2019 : No Classes
11 Nov 2019	Act of Remembrance	All welcome
19 Dec 2019	Carol Service	All welcome
23 Dec 2019	Christmas and New Year (inclusive)	10 Jan 2020 : No Classes
29 Jan 2020	Open Day and Careers Fair (to be confirmed)	No Classes
16 Mar 2020	St Patrick's Day	College Closed
06 Apr 2020	Easter	17 Apr 2020 : No Classes
04 May 2020	May Holiday	College Closed
25 May 2020	May Holiday	College Closed
30 Jun 2020	End of Year for Lifelong Learning	

# Distribution, Marketing and Promotion

Over the years the Lifelong Learning database has steadily increased and we now have a figure in excess of 7000 lifelong learners. Each year we produce a large quantity of printed programmes which are posted direct to the database during August. The programmes are also distributed around the campus and a small supply is delivered to local libraries through the Central Library, Ulster Museum, Cedar Foundation and PRONI.

It is important for the success of all courses that every tutor supports and assists the marketing and promotion of the programme. We encourage tutors to collect a small quantity of programmes from the Marketing Office to help with promoting courses.

Andrew McAteer is the Marketing and PR Manager at Stranmillis University College. Please make contact with Andrew and his team with information about 'good news stories', social events etc about your course and group of lifelong learners.

We are also looking for pic of the week for the Lifelong Learning Facebook Page, so please promote this with your Lifelong Learners. Send stories to [newsdesk@stran.ac.uk](mailto:newsdesk@stran.ac.uk).

The University College uses the following social media platforms to promote activities and courses:

**LinkedIn:** <https://www.linkedin.com/school/15094152/admin/>

**Twitter:** <https://twitter.com/stranbelfast>

**Facebook:** <https://www.facebook.com/stranlifelonglearning/>

Please familiarise yourself with these platforms and LIKE and SHARE where possible.

The **Stran eShop** has proven to be a successful addition to the traditional methods of enrolment (phone, post and person). Please familiarise yourself with this facility via [www.stran.ac.uk](http://www.stran.ac.uk).

**Stran eShop:** <http://eshop.stran.ac.uk/>

## **FREE Friday lunchtime talks**

An opportunity for you to provide a taster of your courses and for people in attendance to meet you. The talks are free for members of the public to attend and tutors are paid £25.00 per hour to deliver a session. The one hour talks are held in the Lecture Theatre 5, Main Building, Stranmillis University College at 1.00pm.

Don't be afraid to seek self promotion via local media e.g. newspapers, magazines and local radio for your upcoming courses (allow plenty of lead-in time).

We want your course(s) to be successful and will endeavour to help as much as possible.

# Look After Yourself and Others

## Administration

Please contact Rae 028 9038 4345 for your administrative support e.g. equipment, attendance sheets or photocopying. Email: [lifelong@stran.ac.uk](mailto:lifelong@stran.ac.uk)

## Equipment Needs

Please **DO NOT** connect your own laptop or remove plugs in Seminar Rooms and teaching spaces. Most rooms are very well equipped, but, should you require additional equipment or a quick lesson on how to use any of the equipment in these spaces please make arrangements with Lifelong Learning staff to meet with a member of the IT Services team.

Please DO NOT write on Electronic Whiteboards. You are welcome to use USBs or memory keys.

## General Data Protection Regulation

**IMPORTANT:** New legislation effective May 2018. The University College complies with GDPR (General Data Protection Regulations [www.stran.ac.uk](http://www.stran.ac.uk)). Please make sure you familiarise yourself with the regulations in order to protect yourself and others.

## Health and Safety

- Please familiarise yourself and your class with exits, toilets etc.,
- Risk Assessment, if applicable
- Fire Evacuation Procedure (available [www.stran.ac.uk](http://www.stran.ac.uk))
- Smoking Policy (available [www.stran.ac.uk](http://www.stran.ac.uk))

## Insurance for Tutors

Public liability insurance is generally recommended as a means of protection against legal liability following an injury to a participant or damage to third party property. However, public insurance isn't a legal obligation. Professional Insurance is also considered by some tutors as a means of protection against any legal proceedings as a result of advice or guidance given as a professional service.

## Parking

The College aims to reduce environmental pollution from transport in partnership with relevant stakeholders through a wider, environmentally planned approach to travel management that facilitates access to our campus by students, visitors and staff. Consequently participants are encouraged to use public transport, car share, or to have a friend or family member to transport them to and from the campus. Regrettably, there is limited parking available on campus, we are therefore unable to accommodate all requests for parking. However priority will be given to Blue Badge holders. The Security Team will advise on arrival if parking is available and direct you accordingly. Please show consideration to College staff as they carry out their duties. FREE parking is available within walking distance of the campus however please show consideration to our neighbours when parking off-campus.

## Room Bookings

Please use the room or venue that has been booked for your classes. Any changes, issues etc need to be emailed to [lifelong@stran.ac.uk](mailto:lifelong@stran.ac.uk). Please be respectful of people using the venue before and after you by keeping to schedule. If your course runs over it will affect the wider college community.

