



YOUR GUIDE

Becoming a Lifelong Learning Tutor

APPROACHABLE

CREATIVE

ENTHUSIASTIC

SKILLED

KNOWLEDGEABLE

PASSIONATE

EXPERIENCED

COMMUNICATIVE

PATIENT

TECH-SAVVY

CAPABLE

PROFESSIONAL

RELIABLE

ORGANISED

FOCUSSED

2024 – 2025

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 as well as online learning.

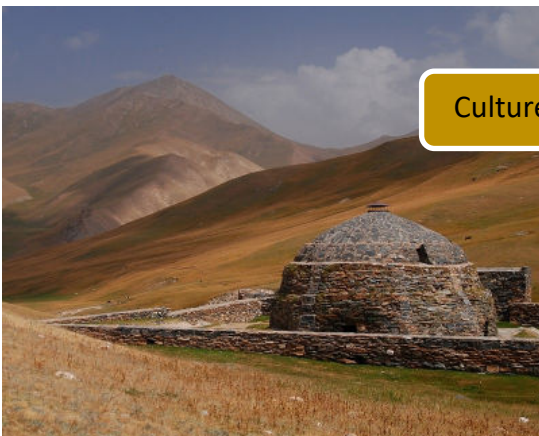
At Stranmillis University College we welcome people from a wide range of educational, social and cultural backgrounds to participate in our courses.

Categories

Art and Humanities



Culture, History and Heritage



Languages



World Around Us



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 becoming a Lifelong Learning tutor. Tutoring is an excellent opportunity to build your leadership and communications skills and to 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 adults. 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
- Technical ability

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 email details to lifelong@stran.ac.uk indicating FREE PLACE, Course Code and Title.

Why is there no printed programme?

The Annual Lifelong Learning programme ceased to be printed for the year 2022-2023. This change has proved successful; using direct emails, social media channels, online shop, telephone payments and bookings - enrolments on courses have not been affected.



Your Next Steps

- STEP ONE** Submit a **Course Proposal Form** via Smart Survey.
- STEP TWO** If you are a **new** tutor, please submit a completed Tutor Detail Form or CV. If you are an **existing** tutor and your personal details have recently changed, please submit an updated Tutor Detail Form to lifelong@stran.ac.uk .
- STEP THREE** Attend an informal meeting to view campus and facilities.
- STEP FOUR** Submit a completed **New Supplier Form** (will be issued from the Finance Office).
- 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 tutoring commences. If a completed contract is not in place the course cannot proceed and no payment will be made.
- STEP SIX** **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 SEVEN** **Attendance Sheets:** Should there be any anomalies with attendance sheets, please contact the Lifelong Learning team as soon as possible for clarification. Please return completed attendance sheets to the Lifelong Learning Office at the completion of your course along with completed tutor claim forms.
- 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 or workshop 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, photocopying, recommended reading, 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. Please ensure that you receive confirmation that your proposal has been received.

Essential Criteria

- Well designed and structured
- Innovative in terms of content and/or approach
- Financially viable

Desirable Criteria

- Provide access to lifelong learning for non-traditional learners
- Clearly identified market
- Offering progress routes e.g. Beginners, Intermediate, Advanced

Dates for your Diary		
26 Aug 2024	August Bank Holiday	College Closed
26 Aug 2024	Market and Promote your courses or workshops	Social Media or Radio
23 Oct 2024	OPEN DAY	No LLL Classes on this day
11 Nov 2024	Act of Remembrance	All welcome
12 Dec 2024	Celebration of Christmas in Words and Music	All welcome
23 Dec 2024	Christmas and New Year (03 Jan 2025)	College Closed
Jan/Feb 2025	Dr Eamon Phoenix Memorial Lecture	TBC—All welcome
18 Mar 2025	St Patrick's Day (Tuesday)	College Closed
05 May 2025	May Holiday (Monday)	College Closed
26 May 2025	May Holiday (Monday)	College Closed
KEY DATES	https://www.stran.ac.uk/about-us/key-dates/	

Distribution, Marketing and Promotion

Over the years the Lifelong Learning database has steadily increased and we now have a figure in excess of 3500 lifelong learners.

It is important for the success of all courses that Lifelong Learning tutors support and assist the marketing and promotion of the programme. We encourage tutors to use social media channels to help with promotion. 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.

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 keen to receive such emails about pic of the week , special achievements or social outings for the Lifelong Learning Facebook Page, so please promote this with your Lifelong Learners. Send stories to marketing@stran.ac.uk.

The online shop has proven to be a successful addition to the traditional methods of enrolment. Please note that we no longer accept cheques or postal enrolments. Please familiarise yourself with this facility:

www.stran.ac.uk/shop

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.



Look After Yourself and Others

Administration

Please contact Lifelong Learning 028 9038 4352 for your administrative support e.g. equipment, attendance sheets or photocopying. Email: 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 by emailing Lifelong Learning lifelong@stran.ac.uk. Please DO NOT write on Electronic Whiteboards.

General Data Protection Regulation

IMPORTANT: The University College complies with GDPR (General Data Protection Regulations www.stran.ac.uk). Please make sure you familiarise yourself with the regulations in order to protect yourself and others, refer to section in your Contract for Services.

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)
- Smoking Policy (available 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. 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.

