

Tutors Class Management Checklist

Thank you for being a tutor. Below is a checklist of key tasks to ensure classes operate safely and within the legislation and KMVU3A policies and procedures. Enjoy your classes and have fun.

TASK	Information / Action required
At the BEGINNING of each term	
Check Your class information <u>on our website</u>.	Let us know if anything needs changing or updating.
<p>Print Attendance Sheet Best to wait until just before the first class to make sure you have all new members on the list.</p> <p>Email the Course Coordinator if you need these printed for you.</p>	<p>You can do this in the Tutor Portal. Details can be found in the document – <u>How to use the Tutor Portal - available on our website</u>.</p> <p>Always add a few blank lines to the end of the attendance sheet so you can write any additional members and visitor names on the list if need be</p>
<p>Print the Class List This contains the contact details for the member and their emergency contact</p>	<p>If a member joins after you print this list, you will find their details in the Tutor Portal.</p> <p>The Course Co-ordinator will arrange Name Badges for any new students and arrange delivery to you.</p>
<p>Consider the KMVU3A policies and procedures and other Governance issues</p>	<p>These can be found <u>on our website (under About Us > Governance)</u></p>
During and at end of class / term	
<p>Mark attendance weekly</p>	<p>Indicate attendance as follows: Tick to mark the attendance of each person – or ask them to initial themselves Enter an Ap or similar if member has told you they will be away Enter a X if they are absent without letting you know You can also mark attendance online in the Tutor Portal if preferred</p>
<p>Add visitors/ guest speakers etc to attendance sheet</p>	<p>Add the name / phone number & emergency contact name / phone number of any visitors, guest speakers to class / excursion and mark them present on the date they attend. This is important for insurance purposes</p>
<p>Secure venue & equipment</p>	<p>Tidy, turn off lights etc and secure as appropriate the venue and all equipment at the end of each session, with help from class members</p>
<p>Inform Course Co-ordinator ASAP</p>	<p>If anyone attends who is not on list and is not a visitor/ guest speaker Of any students who have withdrawn from the class</p> <p>Of all details of any upcoming excursions, guest speakers, visitors prior to occurring.</p> <p>Of changes to the class details/ location/ times / and at what point you do not want any new enrolments.</p> <p>Of any issues relating to the class, members, equipment, venue or safety issues to avoid issues escalating and becoming bigger issues than they may have been originally.</p>
<p>At the end of each term</p>	<p>Return your completed Term attendance sheets to the Course Co-ordinator by either:</p> <ul style="list-style-type: none"> - Dropping them into the letter box on the front wall of 46a Tozer Street - Scanning or photographing and emailing - Or by an alternative method as arranged