

Policy Guideline – Course & Class Management

Introduction

Bayside U3A aims to provide a wide variety of courses with opportunities to enhance members' experience in these courses. This is enabled through setting a maximum number of enrolments for each course in consultation with each tutor and maintaining waitlists for all courses and events once they are filled. To achieve equity of participation in courses, waitlists are constantly reviewed by the Course Co-ordinator to maintain classes at optimum capacity. When a vacancy becomes available in a course or event, it is offered to the first person on the waitlist.

Bayside U3A is committed to minimising waitlists for its courses while ensuring that class sizes are suited to the tutor's requirements, course type and the assigned venue. Bayside U3A recognises that extended waitlisting may cause dissatisfaction for members affected.

Bayside U3A is committed to further enhancing member's enjoyment of classes through trips and excursions when requested by the tutor.

Purpose

The purpose of this document is to set down Bayside U3A's policy on class sizes, members attendances, managing waitlists and organising trips and excursions and the processes involved with managing them.

Policy

This policy applies to all courses, activities and events.

Class Size:

1. When determining class size, Bayside U3A will take into consideration:
 - The tutor's views
 - Class duration and frequency
 - The capacity of the assigned venue
 - Optimum conditions for the proposed course and delivery style
 - The potential impacts of class size on class cohesion and members' satisfaction
 - Any relevant health and safety issues in particular to physical activities or where fire or health regulations apply
2. The Course Co-ordinator will determine the maximum class size for each course/activity/event in consultation with the tutor and present this to the Committee of Management when submitting the course for approval.

Attendances:

Where a member has been absent from a course or activity for an extended period, the tutor will consult with the Course Coordinator to establish whether it is appropriate to offer the absent member's place to the next person on the waiting list.

Waitlists:

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1. For the purpose of this policy a “waitlist” is a list of members recorded in UMAS after the maximum number of enrolments for a course has been reached.
2. Members will be added to the waitlist whenever the number of enrolments has reached the agreed class maximum.
3. A class that does not reach the maximum number of enrolments will remain open except by agreement with the tutor.
4. When a vacancy in a course opens up, waitlisted members will be offered a place in the order that the members appear on the waitlist.

Trips and excursions:

1. It is the general policy of Bayside U3A that trips and excursions requested by tutors to enhance their classes will be considered with the following conditions:
 - trips that extend over several days will not be sanctioned
 - trips are offered to members by outside travel agencies will not be encouraged however brochures on these activities will be made available to members so that they can apply to the agency independently should they wish to participate
 - all trips and excursions to be included in a class are to be organised by the tutor including collecting any monies

Procedures

1. The Course Co-ordinator will liaise with a tutor to determine the recommended maximum number of enrolments for that course/activity/event.
2. The Course Co-ordinator will ensure that UMAS reflects the maximum class size as approved by the Committee of Management and subsequently agreed change/s.
3. When a member formally withdraws from a class for which there is a waitlist:
 - the tutor will notify the Course Co-ordinator promptly; and
 - after securing the tutor’s agreement, the Course Co-ordinator will offer the vacancy to waitlisted members in the order they appear on the waitlist.
4. Where a member’s attendance suggests that they may have withdrawn from a course without explanation:
 - the tutor is encouraged to contact the member to determine the reasons for their non-attendance and/or whether their place can be made available to a waitlisted member.
 - particular circumstances relevant to a member must be given full consideration before asking them to give up their place to a waitlisted member.
5. When it is agreed to admit one or more waitlisted members to an ongoing class, the Course Co-ordinator will contact members on the waitlist, starting with the first-listed member.

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6. Tutors will liaise with the Course Co-ordinator should they wish to organise trips or excursions as part of their classes who will seek approval from the Committee of Management.

Once the trip or excursion has been approved, the Tutor will take full responsibility for organising the activity including collecting monies.

1. Responsibilities

2. Bayside U3A's Committee of Management is responsible for:
 - developing, adopting, implementing and publishing this policy
 - ensuring class sizes, attendance and waitlists are managed according to this policy
 - investigating complaints about the handling of class sizes, attendances and waitlists
 - monitoring and revising this policy as and when the need arises.
3. Bayside U3A's Secretary is responsible for:
 - receiving enquiries about this policy and complaints about a potential breach of this policy; and,
 - for bringing a complaint before the Committee of Management for investigation and resolution.

Related Policies

Nil