

Course Content and Presentation Policy

PURPOSE

U3A Knox Inc. exists with the overall aim of promoting the physical, intellectual and social well-being of its members. This policy is to ensure that any course offered by the organisation abides by this aim.

POLICY STATEMENT

1. Course Coordinator

All courses offered by U3A Knox Inc. must be approved by the Course Coordinator. The Course Coordinator has the authority vested by the Committee of Management to approve or disallow a proposed course or tutor or to cancel a course that has already begun.

2. Course approval

In order to gain approval to be offered to U3A Knox Inc. members a proposed course must meet the following criteria:

- a. A written course proposal must be submitted by the prospective Tutor of the course. This should include:
 - A short description.
 - The duration and recurrence of individual lessons or activities.
 - A limit on class size.
 - Proposals for courses such as languages or cycling which are graded by ability and experience may also include a requirement for prerequisite testing by tutor.
- b. The course must not contain material nor be presented in a manner which is deemed by the Course Coordinator to be offensive to any members, whether in that class or the broader membership.
- c. Any course content material presented as factual must be supportable by evidence from reputable sources.
- d. The course must meet safety standards as set out in the U3A Knox Inc. *Health and Safety Policy*.
- e. The course content and presentation must comply with the U3A Knox Inc. *Code of Conduct Policy*.

- f. The course must comply with privacy standards as set out in the U3A Knox Inc. *Privacy Policy*.
- g. The course must comply with the laws, regulations and policies of any relevant governing body.
- h. The course must not involve any pecuniary interest of the prospective Tutor.

3. The Tutor

Once the course is approved and it is scheduled for offering to U3A Knox Inc. members,

- a. it is the Tutor's role to develop and present the course, using input from any available resources that they consider to be of value, including students' suggestions.
- b. When delivering the course, the Tutor must follow the U3A Knox Inc. *Code of Conduct Policy*.

4. Members

- a. All members have the right to enrol in a course approved and published by the Course Coordinator, provided they meet any prerequisites stated.
- b. If the course is oversubscribed, the enrolment manager makes a fair allocation of the places available taking into consideration the volunteering hours declared by the member in the previous year. The Tutor may not override current enrolment policy to select students.
- c. The students of a course may make suggestions, but they are not authorised to demand any particular course content or presentation.

5. Disputes

In the case of a dispute against the Course Coordinator's decision to reject a course proposal or to disallow a course, an appeal may be lodged with the Committee of Management. This should take the form of a letter to the secretary who will take it to the Committee. The Committee will make a decision to uphold or deny the decision of the Course Coordinator. The case would then follow the U3A Knox Inc. Constitution which states that complaints against the entire committee must be referred to the Dispute Settlement Centre of Victoria.

APPROVAL

This policy was reviewed and amended by the U3A Knox Inc. Committee of Management on August 11, 2021.