

UWA EXTENSION

Presenter's Guide

Reviewed September 2012

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WELCOME TO UWA EXTENSION

UWA Extension is dedicated to providing continuing education and community experiences across a range of recreational and professional courses. We hope that your teaching time with us will prove both fulfilling and enjoyable.

This guide is designed to facilitate smooth delivery of your Extension course, by outlining some important procedures and guidelines including:

- Contact information
- Where to park
- What to do in an emergency
- Documenting your course requirements
- Important policies

Please take the time to read the information provided in the guide. If you have any questions, please contact your Program Manager.

COMMITMENT TO QUALITY

UWA Extension is committed to maintaining and improving the quality of service it provides in both course delivery and enrolment procedures and we see your role as a vital part of that process. We will continue to seek feedback information on courses through evaluation surveys, student feedback and other means as required.

GENERAL INFORMATION

LOCATION OF UWA EXTENSION OFFICE AND TEACHING FACILITIES

UWA Extension is located in Building 1 at UWA Claremont, corner of Princess and Goldsworthy Roads in Claremont. The entrance to our office is located opposite the Goldsworthy Road car park entry.

Office hours are from 9.00am to 5.00pm Monday to Friday

Telephone: 6488 2433 Fax: 6488 1066

Email: extension@uwa.edu.au

Website: www.extension.uwa.edu.au

Mailing Address: (Do not use for street directions!)

UWA Extension M432

The University of Western Australia

35 Stirling Highway, Crawley WA 6009

PARKING

Parking is available in car park 2 (located nearest Goldsworthy Road) at UWA Claremont. Please observe the parking regulations as the Town of Claremont or the University of Western Australia may issue infringement notices.

PARTICIPANT ENQUIRIES

If course participants ask questions regarding administrative matters, refunds, transfers or class capacity or you are approached by any prospective students please advise them to contact UWA Extension on 6488 2433 or extension@uwa.edu.au during office hours.

EMERGENCIES AND AFTER HOURS CONTACTS

If an emergency arises during your course, please phone:

- UWA Extension office on 6488 2433 – during office hours
- University security on 6488 3020 – if the course is on campus after hours (or freecall 1800 655 222)
- A Security officer is onsite at Claremont during the following hours and can be contacted through Security on the above numbers.
 - 5.00 pm – 10.00 pm weekdays
 - 8.00 am – 5.00 pm Saturday
 - 8.00 am – 5.00 pm Sunday
- If the course is being held at a non-UWA venue please discuss contact numbers with your program manager.

SAFETY & HEALTH PROCEDURES

To ensure that UWA Extension events and courses meet UWA Occupational Health and Safety requirements please take the time to read this important safety information.

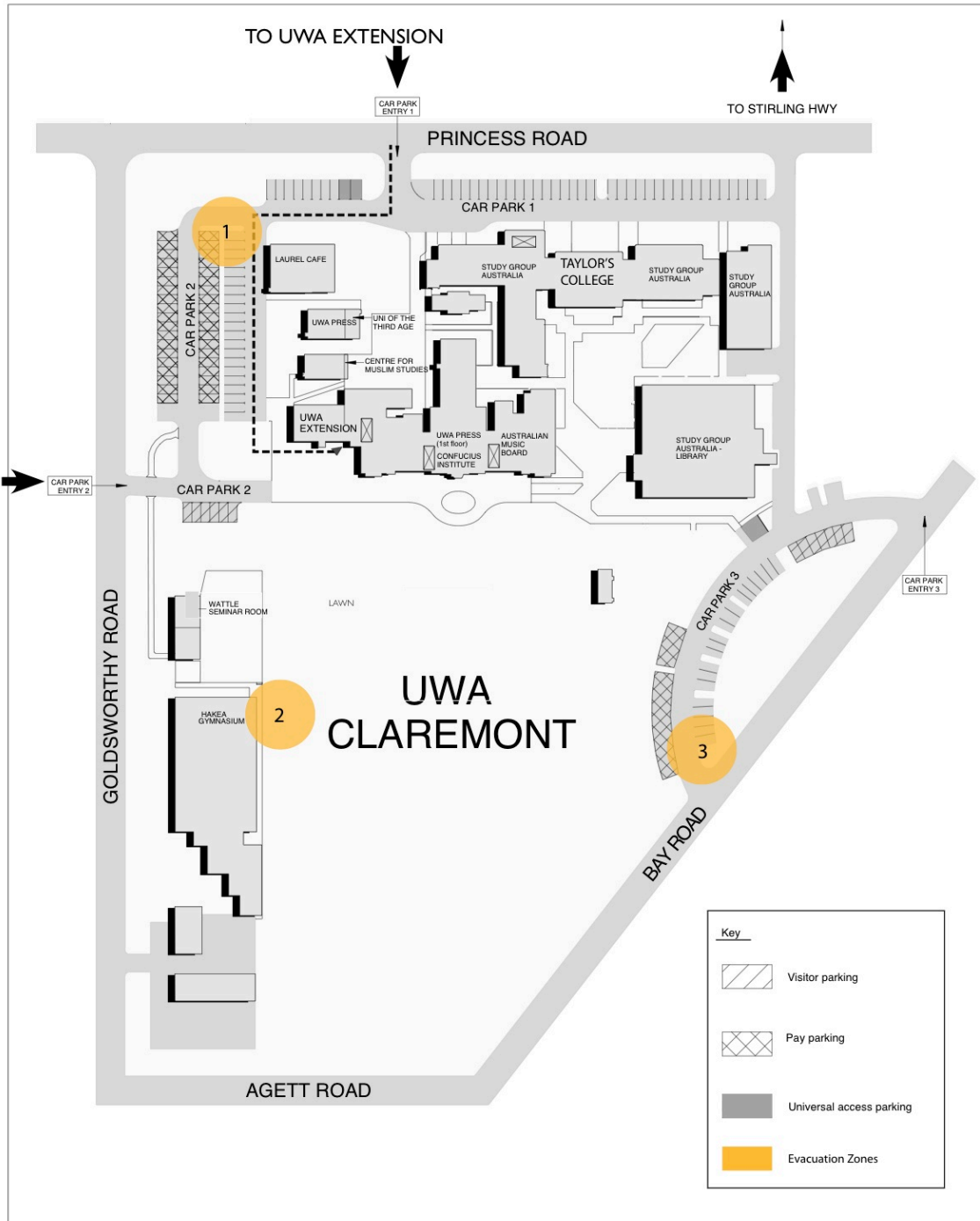
It is expected that each UWA Extension presenter shall act as a Fire Warden and therefore is responsible for evacuating his/her area.

Please advise participants at the commencement of the course session or event of the following:

1. Tea and coffee is available in the Lilly Pilly Room on the ground floor. As there are no cleaning staff during evening and weekends, please ensure that this room is left tidy, milk is returned to the refrigerator and kitchen bench is wiped clear of any spillage.
2. Restrooms are on the ground floor on either side of the grand staircase
3. All walkways and entry and exit areas **MUST** be kept clear of bags, cables, furniture etc. at all times.
4. This building is fitted with an automatic audible Emergency Warning System. Once the detector is activated FESA (Fire and Emergency Services Authority) and UWA Security are notified immediately.
5. In event of an emergency, evacuate the building immediately using the emergency exits. There is also illuminated emergency exit signage throughout the building.

EVACUATION PROCEDURE

- **On hearing the alert, or when notified of an emergency:**
 - All occupants **MUST** evacuate in an orderly manner to a designated assembly area - see map below
 - Remain in the designated assembly area until otherwise advised
 - Do not re-enter the building until advised by the Building Warden/Security Officer
- **If a fire or danger is discovered:**
 - Help people in immediate danger
 - Warn others by shouting "Fire, Fire, Fire"
 - Raise the alarm by calling 6488 2222 (or 2222 if using telephones within the building) providing location and nature of emergency
 - Evacuate the area, directing people to a Assembly Area – Zone 1 in car park Two, Zone 2 on the Oval near Building 5 or Zone 3 in car park Three
 - Do not re-enter the building until advised by the Building Warden/Security Officer.



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BEFORE YOUR COURSE

COURSE CONFIRMATION AND CONTRACT

Before each season commences we will send you - by letter or email - confirmation of your course or courses including times, dates, venues and the agreed remuneration details. For all other conditions and obligations, please refer to your contract.

VIABILITY OF COURSE

Approximately 10 business days before commencement, your UWA Extension Program Manager will determine the financial viability of the course. It is necessary for each course to have a minimum number of paid enrolments for viability. You will be notified should your course be unable to proceed for this reason.

PROGRAMMING

When discussing new course proposals with your program manager you will need to discuss:

- Venues
- Equipment and materials required (either by the students or UWA Extension)
- Course materials or class notes
- Remuneration
- Certificates
- Our website
- Course promotion and marketing
- Your profile
- Maximum and minimum student numbers.

You and the Program Manager should agree on all course requirements by completing a Course Information Sheet. This form documents joint understanding of all requirements and avoids misunderstandings.

1. Venue

UWA Extension courses occur in the beautiful heritage-listed UWA Claremont building, on the main UWA campus and at other venues when appropriate.

Please advise your Program Manager if you have specific venue requirements, including audiovisual aids or equipment. Although we do our best to accommodate all requests, this may not always be possible. Extension staff will liaise with you should we be unable to meet your requests.

Prior to your course commencement, it is essential to make an appointment with UWA Extension to view the venue. You may need to familiarise yourself with any audiovisual aids.

The venue for your class will be scheduled to open 30 minutes before your class begins. If you require earlier access, please contact our Venue Coordinator on 6488 2445.

After each class, it is your responsibility to ensure that windows are locked, blinds closed, lights turned off and doors are shut before you leave. There is generally no need to lock the door as campus security will see to this.

Rooms should always be left ready for subsequent use. Ask participants to dispose of any rubbish and make every effort to leave the room and its contents tidy. Furniture that has been rearranged during your class should be returned to its original position.

2. Equipment and Materials

a) Audiovisual Requirements

If you are unfamiliar with the IT equipment at UWA Claremont, we suggest you familiarise yourself with it at least 48 hours prior to starting your course.

Each room has a video projector and audio system. External digital disc playback equipment may be available on request.

If you wish to show a PowerPoint presentation or similar, you will need to provide your own laptop or notepad, and ensure that it is capable of using a standard VGA video cable (DE-15/HD15) and 3.5mm audio (TRS connector) output, or that you have the necessary adaptors.

For internet access you will need to make sure you have your own wireless broadband modem functioning.

If you have any other requests for IT equipment you will need to make your request known to UWAE staff at least 10 working days prior to your course starting.

For events held at other UWA venues, please check your IT requirements with UWAE staff at least 10 working days before the event.

UWAE staff are unable to provide technical support outside of office hours, Monday to Friday 9.00am to 5.00pm.

b) Class Requirements

If you require artists' materials, audio visual or other equipment for your course, you will need to discuss this with your Program Manager well in advance.

UWA Extension endeavours to accommodate requests for equipment, notes and venues but requires sufficient notice.

c) Student Requirements

Participants enrolled in UWA Extension courses receive confirmation in which we outline any specific information relating to a course such as recommended reading or things to bring to the course. These requirements should be discussed with your Program Manager and detailed on the Course Information Sheet.

3. Course material or class notes

UWA Extension encourages presenters to supply printed class notes or teaching materials for classes. Notes must be supplied to UWA Extension and have the following:

- be in an electronic document, typed
- have a left hand margin of 4 cm
- must be less than 50 pages
- all pages must be numbered
- a table of contents is strongly encouraged
- all pages must be accurately referenced or footnoted

If you wish to use any notes from other sources, all material must be correctly referenced using the UWA Extension referencing guidelines ([Referencing Notes Guide](#)). UWA Extension must comply with the UWA Copyright Agreement and will not be able to reproduce any notes that breach these standards. UWA Extension may refuse your course notes if they are not referenced properly.

Course notes will be stapled into a booklet with a UWA Extension cover sheet. Notes will be left in the classroom for the first session of your course and you will need to retain any spare copies for future sessions.

UWA Extension is unable to guarantee copying of notes supplied less than 10 days before the course.

4. Remuneration

Remuneration should be discussed with your Program Manager at the time of course proposal.

Payment is made on receipt of a Tax Invoice, including GST where applicable. If no ABN is supplied, a Statement by Supplier form (available from the ATO website) must be completed and submitted with your invoice.

5. Certificates

Course participants can be issued with certificates of completion. If you require students to receive such certificates, please advise your Program Manager and ensure this requirement is indicated on the Course Information Sheet.

6. Website

The Course Information Sheet includes information such as the course description and presenter profile which will be placed on the UWA Extension website. Please check the form to make sure you are happy with this information and arrange to have it updated or corrected if necessary.

The course will appear on the website about six weeks prior to the start of the season. The web address is www.extension.uwa.edu.au If you have your own website, you are encouraged to place a link on it to the UWA Extension site.

8. Presenter Profile

UWA Extension takes great pride in the quality of our presenters, and likes to promote them through our marketing and advertising. Presenter profiles form an important part of

the information displayed for each UWA Extension course. In order to promote your course, yourself and to attract a wide and suitable audience, we need accurate information from you. Please take the time to include relevant information on the Course Information Sheet.

COURSE EVALUATION

In order to promote our reputation as a provider of high quality programs, all courses are evaluated and assessed on a random basis. If you would like to have your course evaluated at any stage, please discuss this with your Program Manager.

We will provide all students with an Evaluation Survey either by email or post within one week of the end of each course. Evaluation data is compiled electronically using an online survey tool. If you would like look at the survey results for your course, please contact your Program Manager.

POLICIES

EQUITY AND ACCESS

The University of Western Australia is committed to a policy of equal opportunity in employment and education. To this end the University will act to ensure that its structures are free from direct or indirect discrimination on the grounds of sex, marital status, pregnancy, race, age, sexual preference, religious or political beliefs, impairment, family responsibility or family status.

UWA Extension's policy is that all presenters and students are able to gain easy access to course venues. Let us know your requirements so that an appropriate venue can be scheduled. Please contact us if any student is not able to access the venue easily.

Further information on equal opportunity is available on the UWA Website: <http://www.acs.uwa.edu.au/hrs/equity/>

NON-DISCRIMINATORY LANGUAGE

Please avoid using irrelevant, gratuitous gender or racial descriptions; for example refer to "a doctor" not, "a lady doctor" or "a Chinese doctor". Please be aware that racist, sexist and religious jokes will offend and must not be used.

If you are in any doubt on this issue, a guide for staff and students is available from the UWA Extension Office.

Further information on teaching with diversity is available on the UWA Website: <http://www.acs.uwa.edu.au/csdtl/99TDChecklist.htm>

SMOKING, FOOD AND DRINKS

Please be aware that smoking and the consumption of food or drink is prohibited in **all** University classrooms, lecture theatres and laboratories. Smoking is also not permitted within five metres of any University building.

ALCOHOL POLICY

UWA Extension encourages social interaction among participants in our courses. This may include sharing a celebration at the end, or even during a course. It is, however, a requirement of the University of Western Australia that a liquor permit be issued whenever alcohol is served.

If you would like to have alcohol served at any stage during your class, you will need to let UWAE staff know at least two weeks in advance, so we can arrange a liquor permit and security notification.

NON-PAYING GUESTS

Participants' or presenters' friends or children are not permitted to attend classes as non-paying guests.

MARKETING AND PUBLICITY

We ask that presenters take reasonable steps to promote their courses and UWA Extension in general. This might include such things as:

- Promoting the course through your newsletter or website
- Making yourself available for press interview or comment
- Promoting the course via Facebook or Twitter

There are many opportunities for cost-effective promotion of your course. Many of these can work in conjunction with our website to make booking and payment easier for students, so please discuss these possibilities with your Program Manager.

While the use of the name UWA Extension is prohibited for any unauthorised or commercial purpose, we encourage presenters to promote your own course and the programs of UWA Extension in general.

Presenters are not permitted to actively promote their company or business when they are representing UWA Extension. Please advise your Program Manager if you intend to advertise your course on your website or in any other media.

RECORDING OF UWA EXTENSION COURSES

Material presented in UWA Extension programs may not be recorded or reproduced without prior agreement. Please discuss with your Program Manager.

OFFERING COURSES ELSEWHERE

Please discuss with your Program Manager if you are considering presenting a course similar to your UWA Extension course elsewhere. This may affect the promotion or, in some circumstances, the financial viability of your UWA Extension course.