



ONSITE SHORT COURSE TUTOR –

KEY INFORMATION

BEFORE THE COURSE

Accept your Contract by logging in to your UAL (University of the Arts London) email and following the actions in the email from HPS.

Please read the information on the tutor hub - linked above

Let us know what materials, software, and equipment you require (including projector / computer). Any less than 2 weeks' notice means you may not get your requests for the first day of the course. Please assume you have been allocated a standard seminar room unless you have been notified otherwise.

Plan the course based on the course description online. Ensure all learning outcomes will be met. Send us a copy of your plan for the course (there are templates on the Tutor hub if you want to use one) and read the risk assessment for your class, let us know any activities you have planned that are not included.

You can only take learners on a trip or visit if it is included in the course description, if this is the case, please complete the trip form you will be sent

Learners' logins can be tricky, for computer-based courses make sure you plan a non-digital activity for the first 30 mins of your session, so we have time to support this. (Full login info for computers Wi-Fi and printing on the tutor hub)

START OF THE COURSE

You will need your UAL staff card to access the building and your room, you will need your UAL login details to log-in to the computer in the room and



access projectors. Please arrive at least 30 mins before your class starts to check the room, materials, and equipment. Meet your group at the meeting point 10 mins before the start of your class.

Give out student ID cards or wristbands and let Customer Services know if you have any missing learners or learners without cards or missing from the register before you escort the group to your room.

Use the induction slides to structure your induction (located on the tutor hub).

Learners may not remain in class after the session finishes, but they can access the library and communal areas of the university, if required.

DURING THE COURSE

- **For Learner Issues, contact the Customer Services Team:**
UALSCCST@arts.ac.uk 0207 514 7015
- **Room / equipment / materials issues, contact the Operations Team:**
CSM: CSMonsite@arts.ac.uk
Under 18: UALSCU18s@arts.ac.uk
Chelsea/ LCF/ LCC: CCW-LCC-LCF@arts.ac.uk

Further contact details can be found on the tutor hub.

END OF THE COURSE

Please ask the learner to complete the feedback survey that is sent to them on the 2nd to last day of the course.



Make sure all materials and equipment are packed back up and the room is left tidy, the materials will be collected for you.