



The Federation of NZ  
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## Newsletter 2009 - 1 30<sup>th</sup> January 2009

### 1. Learner Hour Rate for 2009

The learner hour rate for 2009 was decided by the Federation Committee at its meeting on Wednesday 28<sup>th</sup> January.

The rate is \$2.50 +GST if applicable.

The Federation will be receiving less funding in 2009 from TEC than we did in 2008, however we will be lobbying for an increase and if successful this will be able to pass this on to the Learning Centres, through an increase in the rate.

So please submit all Learner Hour Invoices using \$2.50 +GST until further notice.

#### Important Notes:

- Last year well over 30% of invoices by value arrived in December. You will understand that receiving invoices so late makes it very hard to plan cash flows. It means that the committee has to be more conservative in January when setting a grant rate for the year than should be necessary.  
**So, please, forward invoices regularly.**
- ***It is not necessary to wait until a course is finished to forward an invoice.*** Our Learner Hours are really enrolment hours, so provided a student appears to be seriously working on the course, e.g. by attending the first two weeks, you can ignore any absences.

So if it is convenient to you, send in an invoice after the first two weeks of the course. Particularly later in the year.

- In view of the problems we had last year, the committee decided that any invoices received after 10<sup>th</sup> December 2009 will not be honored, so please send November/December ones in early.

## 2. Health and Safety

The Federation underwent a Quality Audit in October and November last year. This audit is part of our requirements to demonstrate that the funds being received from the TEC are being used appropriately and that we meet Adult Community Education (ACE) standards. We are pleased to have received a positive report with only a few minor gaps that are easily remedied.



One aspect raised was the Health and Safety Requirements at Learning Centres, in particular identification of potential hazards.

It would therefore be prudent for Learning Centres to ensure they have a current Health and Safety plan and

that the Learning Centre is checked periodically for potential hazards.

Such checks should be recorded and other safety measures undertaken such as emergency evacuation practices.

Some Learning Centres engage the local St Johns group to assist them with developing good first aid procedures including training, which of course is a great idea.

## 3. Quality Statement

You will soon receive an A4 laminated plaque to pin on your Learning Centre wall. It's a simple statement of what SeniorNet Learning Centres do and commitments of the Centre and the Students attending classes. If you can fix it to the wall in a prominent place that would good.

#### 4. TelstraClear and SeniorNet

We very much appreciate the support we receive from TelstraClear. In 2008 the Federation received approximately \$25,000 by way of funding from the 3% SeniorNet/TelstraClear customer rebate system. Not only that, but TelstraClear very generously pay for the Federation Committee teleconferences during the year. We are most grateful.



Please ensure you remind all your members of the special pricing arrangements in place for them to connect to TelstraClear, both phone and internet!! These deals change regularly and are listed on [www.seniornet.co.nz](http://www.seniornet.co.nz) under the "Special Offers" tab.

Make sure you continue to send to me, names and phone numbers of members who are TelstraClear customers so they can be added to the growing list on the funding/rebate scheme.

#### 5. Flash Drives

Email your orders to : [grant@seniornet.co.nz](mailto:grant@seniornet.co.nz)

Orders of five or more units please.

Prices (including GST and delivery):

- 1 GB = \$12.00 per unit
- 4 GB = \$25.00 per unit
- 8 GB = \$36.00 per unit (New)



#### 6. Computer Going Slow?

Have you noticed that your computer is not as quick at starting up and opening programs as it was when you first set it up?

This could be due to several factors, but mainly, just general routine maintenance could be the answer.



There is one Company that does provide a genuine one click repair program that has been used and tested on both XP and Vista Operating Systems by several SeniorNet people.

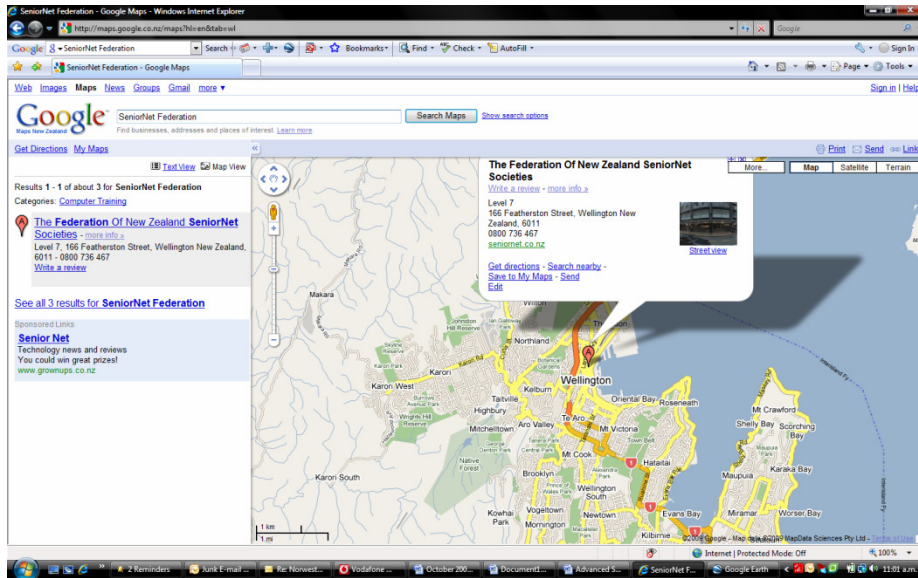
Its very effective, and simple to use.

The program which is Free and is only 7.5MB to download is called Advanced System Care, and can be found at <http://www.iobit.com> It will scan, repair, protect, optimise, clean and remove spyware and generally fine tune your computer all in one operation. You can of course purchase a Pro Version but the Basic Free one is certainly worth trying and is completely safe to use if the simple instructions are followed.

Thanks to Don Maclean from the Hibiscus Coast for telling us about this.

## **7. Put your Learning Centre on Google Maps**

It would be great to have all our Learning Centres listed on Google Maps. It's free and easy to do. The advantage is that that once its listed it then becomes searchable via Google. Go to Google Maps <http://maps.google.co.nz/maps> and click onto the tab "Put your business on Google Maps" and follow the instructions.



## 8. **SNAP – SeniorNet Administration Program.**

The initial version of SNAP, produced by SeniorNet Hutt City, was issued in April 2008 to 55 Centres after extensive trials by the Federation President, Ian Turner and Secretary, Ray McDonald.

It was favorably received as a real benefit in the administration of SeniorNet Learning Centres. It provides control and integration of data for membership, classes and students; data for Mail Merge letters and addresses; and for the Federation Invoices and Annual Statistics. Data is entered once only; all further actions are controlled by clicking buttons.

A revised version with some corrections and improvements was issued in November 2008. The split format allowed the revised issue to be easily linked to the existing data in each Centre's system.

## 9. **Advanced Notice of Federation AGM**

The Federation will hold its AGM on Wednesday 13<sup>th</sup> May, commencing at 10.30am Wellington Airport Conference Centre.

Formal meeting notices will be sent to all Learning Centres well in advance of the meeting.

## 10. SeniorNet Logo Pins to be available

We have been able to find a supplier willing to produce good quality Pins (lapel badges). A bulk order will be placed with the supplier when we know each Learning Centre's requirements.

The price per Pin will be \$4.00 (includes GST and delivery) With minimum orders of 20.

These may be used in a variety of ways by Learning Centres. Some have suggested gifting them to students when they pass certain levels others have said they would simply sell them to their members.



**Indicate the quantity you will require so a bulk order can be placed email [grant@seniornet.co.nz](mailto:grant@seniornet.co.nz) by 28<sup>th</sup> February**

## 11. Winners of the HP TouchSmart Computer Competition

Some folk have asked “who were the winners of the HP TouchSmart Computer Competition which was advertised on [www.seniornet.co.nz](http://www.seniornet.co.nz)” It's taken a while to find out but if you are interested please go to.

<http://h20426.www2.hp.com/campaign/touchsmart/nz/en/mouseisdead/touchsmart.asp#/Main/> the winners are listed there.

## 12. Interested in Hiring out your Learning Centre?

The Federation has been approached by a division of Civil Aviation who would like to hire Learning Centres to conduct internet based examinations in the following locations.

<b>Location</b>	<b>Frequency (per month)</b>
Whangarei	½ day
North Shore	9 x ½ days
Tauranga	9 x ½ days
Hamilton	15 x ½ days
Gisborne	1 full day
Hastings or Napier	5 x ½ days
New Plymouth	5 x ½ days
Palmerston North	4 full days
Blenheim	4 x ½ days
Dunedin	4 x ½ days
Queenstown	4 x ½ days
Invercargill	4 x ½ days

We are not able to speak on your behalf so instead they have been invited to make direct contact with individual Learning Centres in the areas concerned. Clearly there would be a number of issues to discuss and from early discussion with them a fee of around \$350 per half day was mentioned. It may be of interest to some Learning Centres.

Ian Turner (Chairman)

Grant Sidaway (Executive Officer)

End of Newsletter