

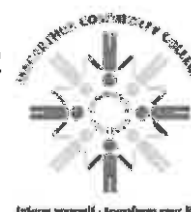


Macarthur Community College Inc

PO Box 71 Liverpool NSW 1871

Ph: 9826 6455 Fax: 8905 9346

www.macarthurcc.com.au



PROSPECTIVE TUTOR INFORMATION

Thank you for your interest in Macarthur Community College. Please find enclosed:

- A brochure advertising the courses currently being offered and/or (please access website if this information sheet has been emailed to you)
- A course proposal - feel free to photocopy more if need
- College Term Dates

Pages 3-4 of the brochure list the types of courses the College offers and the available sites. The Essential and Enrolment Information pages will give you a general idea about the College - how it is funded, Term dates, how to enrol etc.

The College regularly receives requests from the community to run courses that are of interest. We try to expand our program as much as possible to accommodate these requests and provide a wide variety of courses. Our participants range in age from 15 to 115, from all walks of life and many nationalities.

The College's tutors have varying qualifications and degrees of experience - the minimum qualification to teach **general program** courses with the College is one of the following adult teaching qualifications: TAE301A Provide work skill instruction from Certificate IV in TAE40110, TAADEL301C Provide training through instruction and demonstration of work skills from Certificate IV in TAA40104, Train Small Groups, Plan and Deliver Training Sessions units from Certificate IV in Assessment and Workplace Training (BSZ40198) or equivalent. **Accredited** course tutors must hold at least Certificate IV in Training and Assessment TAA40104/ TAE40110) and have appropriate industry experience and qualifications.

Prospective **literacy or ESL** tutors must hold at least Certificate IV in Training and Assessment TAE40110 and have, or be studying for, appropriate Language/Literacy qualifications i.e. Degree or Graduate Diploma in Adult Basic Education, ESL or TESOL as well as recent experience teaching adults. A course proposal is not required for literacy/ESL. A full resume with copies of appropriate certificates should be forwarded together with a covering letter.

The College runs four terms per year (within school terms), each of 8 weeks duration. A new brochure is printed each term so we are constantly updating the courses offered. The current base salary rate for general courses for **PAYG employees** is approximately \$36 per hour (rate set by a Certified Agreement), paid (by cheque) twice per term - at the end of Week 4 and Week 8. **Prospective contractors** must have an ABN number, Public Liability and Professional Indemnity insurance, the capacity to demonstrate that they meet all ATO and Workers Compensation requirements and state the total amount they propose to charge the College to provide their services to conduct a course. Whether or not a prospective tutor is accepted as a contractor is at the discretion of the College.

The standard course is 8 weeks x 2 hours, however shorter versions and one-day workshops are also offered. Please refer to the brochure or website to see how courses are advertised and ensure that the number of sessions and hours are clearly stated on the course proposal form.

Work starts on the next term brochure shortly after the start of the current term. We therefore request that if you are interested in offering a course through the College that you return your resume (with copies of relevant qualifications) and fully completed course proposal as soon as possible for consideration for inclusion in the next available brochure.

Further enquiries can be directed to Kerry Clark, Program Manager between 9am-3pm on 9826 6455, faxed to 8905 9346 or emailed to kerry@macarthurcc.com.au.



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2014 TERM DATES

Also available on website: <http://www.macarthurcc.com.au/pdf/terdatcy.pdf>
Next year's dates (if available): <http://www.macarthurcc.com.au/pdf/terdatny.pdf>

Current tutor online confirmations for Term 1, 2014 due 25 October 2013

College office closes on Wednesday 11 December 2013 and reopens on Monday 6 January 2014

TERM 1

College Term Monday 10 February – Sunday 6 April

Weekend Cartwright will be open Saturday 8 February - Sunday 6 April

Weekend Campbelltown will be open Saturdays: 8, 15, 22, 29 March

Current tutor online confirmations for Term 2, 2014 due 21 February 2014

New tutor proposals for Term 2 considered no later than 14 February 2014

School Term 28 January - 11 April (Easter 18-21 April))

School Holidays 12 April - 27 April

TERM 2

College Term Monday 5 May – Sunday 29 June

(No courses 9 June due to Queens Birthday public holiday – Monday courses will run for 16 hours over 7 sessions instead)

Weekend Cartwright will be open Saturday 3 May - Sunday 29 June

Weekend Campbelltown will be open Saturdays: 24, 31 May, 7, 14 June

Current tutor online confirmations for Term 3, 2014 due 16 May 2014

New tutor proposals for Term 3 considered no later than 9 May 2014

School Term 28 April – 27 June

School Holidays 28 June -13 July

TERM 3

College Term Monday 28 July – Sunday 21 September

Weekend Cartwright will be open Saturday 26 July - Sunday 21 September

Weekend Campbelltown will be open Saturdays: 9, 16, 23, 30 August

Current tutor online confirmations for Term 4, 2014 due 1 August 2014

New tutor proposals for Term 4 considered no later than 25 July 2014

School Term 14 July – 19 September

School Holidays 20 September – 6 October

TERM 4

College Term Monday 13 October - Sunday 7 December

Weekend Cartwright will be open Saturday 11 October - Sunday 7 December

Weekend Campbelltown will be open Saturdays: 1, 8, 15, 22 November

Current tutor online confirmations for Term 1, 2014 due 24 October 2014

New tutor proposals for Term 1 accepted until 31 October 2014

School Term 7 October - 19 December

School Holidays 20 December 2014 – 27 January 2015



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NEW COURSE/WORKSHOP PROPOSAL FOR TERM 20

TUTOR'S NAME:

ADDRESS:

HOME PH:..... WORK PH: MOBILE: FAX: (H/W?)

Email address:

DAY/NIGHT/WEEKEND (CIRCLE AVAILABILITY) M T W TH F SAT SUN (CIRCLE AVAILABILITY)

CENTRE..... (Give 1st, 2nd preference)

PREFERRED MAXIMUM IN COURSE: (maximums below 12-14 mean higher course fees)

PREFERRED MINIMUM IN COURSE: (for group dynamics - course fees must cover costs to run)

NO: OF SESSIONS: TOTAL HOURS FOR COURSE/WORKSHOP:

COURSE/WORKSHOP TITLE:

DESCRIPTION: Make it interesting while giving prospective participants enough information for them to enrol without having to clarify what is/isn't covered in the course or any pre-requisites they must have.

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FIRST SESSION NEEDS: (Needs are advised to participants on their confirmation and available on the internet)

FURTHER EQUIPMENT/TEXT IF REQUIRED BY PARTICIPANTS DURING COURSE (include approx. cost)

IF WEEKEND: NO. OF SESSIONS, DATES AND TIMES (state 1st and 2nd preference)

IF WEEKDAY: DAYS & TIMES (state 1st and 2nd preference)

Please use a separate form for each new course. Photocopy form if needed. Please complete the course outline below. It is published on the web so potential participants can see the proposed content of the course before they enrol. The College does not give out tutor's contact details unless they are published in the brochure (however mobile phone numbers of contractors are given out). If callers require more detail the College office will contact you, get the detail and/or invite you to call the enquirer. Headings or topics will suffice. Insert N/A if your course does not lend itself to this type of outlining.

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:.....

Week 6:

Week 7:

Week 8:

THIS PROPOSAL FORM CAN BE REPLICATED IN MS WORD AND SENT AS AN ATTACHMENT TO

kerry@macarthurcc.com.au