



Macarthur Community College Inc

PO Box 71 Liverpool BC 1871
Ph: 9826 6455 Fax: 8905 9346
www.macarthurcc.com.au



PROSPECTIVE TUTOR INFORMATION SHEET

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

- 1) a brochure advertising the courses currently being offered and/or (please access website if this information sheet has been emailed to you)
- 2) a course proposal - feel free to photocopy more if you need them.

Pages 2-3 of the brochure list the type of courses the College offers and the Centres the College has access to run courses. 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 which are of interest to them. 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 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: Teaching Small Groups Workshop (TAADEL301C Provide training through instruction and demonstration of work skills), Train Small Groups, Plan and Deliver Training Sessions units from Certificate IV in Assessment and Workplace Training (BSZ40198) Module 1 of the Certificate in ACE Teaching ('Teaching in ACE' or 'Teaching Adults'), 'Workplace Trainer Category 1', 'Basic Methods of Instruction' (TAFE) or equivalent. **Accredited** course tutors must hold at least Certificate IV in Assessment and Workplace Training (and progressively Certificate IV in Training and Assessment TAA40104) and have appropriate industry experience.

Prospective **literacy or ESL** tutors must hold at least Certificate IV in Assessment and Workplace Training (and progressively Certificate IV in Training and Assessment TAA40104) 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 as our Literacy Co-ordinator advertises the program based on demand and available funding - 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 \$33 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, the capacity to demonstrate that you meet all ATO and Workers Compensation requirements and state the total amount you propose to charge the College to provide your services to conduct a course. The standard course is 8 weeks x 2 hours, however shorter versions or 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 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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NEW COURSE/WORKSHOP PROPOSAL FOR TERM 200...

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)

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

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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



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2010 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>

'Greens' from current tutors for Term 1, 2010 courses due 30 October 2009

College office closes on Monday 14 December 2009 and reopens on Monday 11 January 2010

TERM 1 **College Term** **Monday 8 February – Thursday 1 April** (Friday courses start 5 Feb)
Weekend Cartwright will be open Saturday 6 February - Sunday 28 March
Weekend Campbelltown will be open Saturdays: 6, 13, 20, 27 March

'Greens' from current tutors for Term 2, 2010 courses due 19 February 2010

New tutor proposals for Term 2 considered no later than 12 February 2010

School Term 27 January - 1 April (Easter 2-5 April)

School Holidays 2 April - 18 April

TERM 2 **College Term** **Monday 3 May – Monday 28 June**
(no courses 14 June due to Queens Birthday public holiday)
Weekend Cartwright will be open Saturday 1 May - Sunday 27 June
Weekend Campbelltown will be open Saturdays: 15, 22, 29 May, 5 June

'Greens' from current tutors for Term 3, 2010 courses due 14 May 2010

New tutor proposals for Term 3 considered no later than 7 May 2010

School Term 19 April - 2 July

School Holidays 3 July - 18 July

TERM 3 **College Term** **Monday 26 July - Sunday 19 September**
Weekend Cartwright will be open Saturday 24 July - Sunday 19 September
Weekend Campbelltown will be open Saturdays: 21, 28 August, 4, 11 September

'Greens' from current tutors for Term 4, 2010 courses due 6 August 2010

New tutor proposals for Term 4 considered no later than 30 July 2010

School Term 19 July – 24 September

School Holidays 25 September – 10 October

TERM 4 **College Term** **Monday 18 October - Sunday 12 December**
Weekend Cartwright will be open Saturday 16 October - Sunday 12 December
Weekend Campbelltown will be open Saturdays: 6, 13, 20, 27 November

'Greens' from current tutors for Term 1, 2011 courses due 29 October 2010

New tutor proposals for Term 1 accepted until 5 November 2010

School Term 11 October - 17 December

School Holidays 18 December – 27 January 2011 (tentative)