

Macarthur Community College Inc

PO Box 270 Casula NSW 2170

Office: Suite 5 403 Hume Highway Liverpool NSW 2170

Ph: 8080 2121 Fax: 8905 9346

www.macarthurcc.com.au

PROSPECTIVE TUTOR INFORMATION (4D Forms #18)

Thank you for your interest in Macarthur Community College. Please find at the following links:

- 1 A Course Proposal – <http://macarthurcc.com.au/pdf/newcoupro.docx>
- 2 College Term Dates – <http://macarthurcc.com.au/pdf/terdatecy.pdf> (or “terdatny” for next year)
- 3 Copy is attached in PDF format for your visual inspection only.

Please access the College website and click on the ‘About Us’ and ‘Courses’ tabs to find out more information about the College – or read the Essential Information page of our brochure (also available to download on our website).

The College regularly receives requests from the community to run new courses. 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 backgrounds.

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:

1. TAEDEL301/A Provide work skill instruction from TAE40110/TAE40116
2. TAEDEL401 Plan, organise and deliver group-based learning from TAE40116
3. BSBCMM401 Make a presentation from TAE40116
4. TAADEL301C Provide training through instruction and demonstration of work skills from TAA40104,
5. **Or equivalent** (must provide written 3rd party evidence of experience teaching adults)

Nationally Recognised Training (NRT) course tutors must hold at least TAE40116 Certificate IV in Training and Assessment (depending on Training Package requirements) and have appropriate industry experience and qualifications.

Prospective **Literacy or ESL** tutors must hold at least TAE40110 /TAE40116 Certificate IV in Training and Assessment (including TAEELN411 and TAEASS502) 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, each of 8 weeks duration (within school terms). A new brochure is prepared each term so we are constantly updating the courses offered. The current base salary rate for general courses for **PAYG employees** is approximately \$50 - \$60 per hour (rate set by a Certified Agreement), paid twice per term - at Weeks 5 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 require 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 the College (Mon-Fri between 9am-5pm) on 8080 2121, faxed to 8905 9346 or emailed to enquiry@macarthurcc.com.au.

Macarthur Community College Inc

PO Box 270 Casula NSW 2170

Office: Suite 5 403 Hume Highway Liverpool NSW 2170

Ph: 8080 2121 Fax: 8905 9346

www.macarthurcc.com.au

NEW COURSE/WORKSHOP PROPOSAL FOR TERM ____ 20____ (4D forms #17)

SECTION A. MAIN DETAILS:

1. Course Code (if known else state "new")

2. Course Name (exactly as it will be published):

3. Location:

4. Location Suburb & Postcode:

5. Day/ Night/ Weekend (Circle Availability) M T W TH F SAT SUN (Circle Availability)

6. Centre: (Give 1st, 2nd preference)

7. Scheduled Times from - to:

8. Start Date- DAY AND DATE:

9. End Date- DAY AND DATE:

10. Number of Sessions:

11. Session Hours.....

12. Minimum number of Participants:

13. Maximum number of Participants:

14. Fee (suggested if market information known.....

14 a. Are College Attendance Certificates required? YES ☐ NO ☐

15. Tutor Name in Full:

16. Tutor Email:

17. Tutor Phone:

18. Tutor address:

19. SECTION B:
GENERIC BROCHURE DESCRIPTION:

20. SECTION C AGENDA:

Macarthur Community College Inc

PO Box 270 Casula NSW 2170

Office: Suite 5 403 Hume Highway Liverpool NSW 2170

Ph: 8080 2121 Fax: 8905 9346

www.macarthurcc.com.au

21. SECTION D MATERIALS:

22. SECTION E VENUE (Details including how to get there, maps link etc if warranted)

23. PUBLICATION – Is this course to go on the College Website? YES. ☐ NO. ☐

24. Employment Basis - Contractor or Employee? Please state preference and if wanting to be a contractor need to have insurances and at least an ABN with an active business. College reserves right to decide.

25. Photocopying: YES ☐ NO ☐ IF YES, please attach the files in preferably pdf format or Word (with page setup etc as you need it so Office staff do not have to do any page setup.

26. Is there a Third Party who/which has an interest in this course? If so, please give name and contact details email & mobile phone and the nature of their interest.....

27. Tutor Resume and Certificates – please attach to the email when you send this proposal and state here – “Attached”. ☐ “Not attached” ☐ “Previously provided”. ☐

28. SECTION F: Any other details NOT included anywhere above. Do NOT repeat information.

29. OFFICE USE- Brochure Sort Code.....

30. OFFICE USE-ADD TO NEW COURSES if NEW- YES. ☐ NO. ☐

31. OFFICE USE- Fee Calculations

And Finally:

Please save this template once completed as “NEW COURSE PROPOSAL – NAME OF COURSE (as in 2. Above)” and email to:

kerry@macarthurcc.com.au

Thank you.