Course Proposal Package for Leisure Program

Included:

- **How to apply for a Leisure Program tutor position**
- **Application for employment as a casual tutor**
- **Job Description – Tutor Leisure Program (non-accredited)**
- **SGSCC Profile**
- **Course Proposal Application**

Please note:
As part of the employment process, applicants are asked to comply with the Commission for Children and Young People Act 2005. This requires the interviewer sighting forms of identification equal to 100 points and REQUIRE the applicant to obtain a Working with Children Check.

Please complete these forms and return them with your course proposal.

How to apply for a Leisure Program tutor position with SGSCC

St George and Sutherland Community College is an Equal Employment Opportunity employer, committed to diversity in the workplace and Work Health and Safety. SGSCC offers tutor opportunities on the basis of merit. The applicant considered to be the most capable of doing the job is selected. To decide this we look at qualifications, experience, skills, and personal qualities relevant to the position. Formal qualifications may not be necessary depending on the course.

The essential qualifications must be met if you are to fulfil the duties and responsibilities of the position. The desirable skills will assist you in the application.

Qualifications

Include copies of any relevant qualifications, certificates or licences you have. Do not send originals, but bring them along should you be granted an interview. Formal qualifications may not be necessary depending on the course.

If any of your qualifications are from overseas, include copies of all relevant qualifications in ENGLISH translation.

Field of Expertise

SGSCC works closely with the local community in providing relevant courses and training. Applicants must have direct experience in their area of expertise.

This means that you must demonstrate expertise in the designated area.
If you gained any of these skills or knowledge through voluntary or unpaid work, include them in your application.

Resume

Include a copy of your resume with your application.

Sending your application

You should send your application back to the College either electronically to mailto:dhurley@sgscc.edu.au or via post to **Leisure Program PO Box 404 Jannali, 2226**

The interview

If you are asked to attend an interview, someone will contact you and tell you when and where the interview will be. You may be asked to bring a portfolio, or samples of your works to the interview. You will also need to bring 100 points of ID to be sighted by SGSCC.

Becoming a tutor

Once SGSCC has established that it has the enrolment numbers to run your course/program then two (2) contracts will be sent to you. One should be signed by you and returned – the other is for your records.

CHECKLIST

HAVE YOU INCLUDED

The name of the teaching area you wish to apply for ☐

Your name and address ☐

A daytime contact number, email and address ☐

HAVE YOU ATTACHED

A completed application ☐

An up-to-date resume ☐

Copies of your qualifications (where necessary) ☐

Working With Children Information ☐

HAVE YOU

Kept a copy of your application ☐

SGSCC - ST GEORGE & SUTHERLAND COMMUNITY COLLEGE

Job Description

JOB TITLE: **Tutor**

COURSES: Leisure Program

Reports to: Relevant Department Manager

Brief description of job role:
As a registered training organisation the College relies on the expertise of its tutors to provide a professional service to our clients.

As a tutor you are responsible for the professional design and delivery of your course, and your own professional presentation and development.

Responsibilities and Duties:
- Delivery of appropriate and approved courses
- Preparation of lesson plans
- Preparation of resources (eg: handouts)
- Liaise with College staff (when appropriate)
- Observe the Work Health and Safety policy of the College
- Ensure the observance of appropriate safety, health, welfare, security and good housekeeping standards
- Initiate emergency/accident procedures in appropriate situations
- Report any incidents or accidents that occur
- Ensure participants give due care to the resources and facilities, and participate in maintaining an environment free from danger or abuse
- Comply with the requirements and regulations of appropriate legislation
- Advise and assist course participants in making them aware of the facilities the College provides
- Maintain professional development in your chosen field of expertise
- Attend tutor meetings (when requested)
- Report participant grievances using the College's documented grievance procedure
- Attend relevant workshops and professional development programs offered by the College
- Maintain an understanding of, and capacity to implement EEO, WHS, ethical practice, commitment to the principles of cultural diversity and other legislative requirements

Performance Review
Continued employment is based on satisfactory reviews and evaluation.

Remuneration
Tutors are employed under the guidelines of an Agreement.

Desirable teaching qualifications and experience

<u>Leisure</u>

Although it is desirable for these tutors to hold qualifications in teaching adults and/or the course of study to be taught, applicants without qualifications who can demonstrate sufficient knowledge, experience and communication skills to conduct a course may be employed.

Tutors must be able to demonstrate the experience and expertise necessary to enable delivery of training, and to ensure course outcomes are met.

Desirable skills

- Excellent communication skills

Employment Screening

Child Protection Legislation requires successful applicants in <u>ALL</u> courses to be subject to a Working With Children check prior to be offered employment. If this is required applications will not be considered without the necessary documentation being sighted.

Arrival

You are required to arrive to the classroom at least 10 minutes prior to commencement of training and ensure that the room is set up in such a way that is conducive to effective adult learning. Please do not leave classes unattended.

Dress Code

All tutors are required to wear appropriate attire whilst presenting courses or at any time when representing SGSCC for any other purpose.

Confidentiality

All participant details are confidential and remain the property of SGSCC.

SGSCC - St George and Sutherland Community College

COLLEGE PROFILE

SGSCC is a not-for-profit community-based adult education organisation operating under the auspices of the NSW Board of Adult & Community Education. It has been in operation in various forms since the 1930s.

The College is one of the biggest in NSW and covers a large part of southern Sydney, operating in over 40 venues, offering over 400 courses, servicing up to 20,000 students a year in day, evening and weekend courses. The College is open to students aged from 14 to 104. It also offers specific courses to school-aged children.

SGSCC offers specialised services in the areas of Business, Accredited Vocational, Computer, Leisure, English, International Students (CRICOS), SchoolAge, and programs for people with a disability.

SGSCC   Course Proposal Application

Course	
Name of Tutor	

Brochure description *(in 50 words or less – what outcomes can be expected?)*

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Maximum Number of Students (preferred) (eg: 8, 10, 15)		
Course Details *As a guide:* ▪ *courses running for a full College term are 2 hours per week for 8 to 10 weeks = 16 to 20 hours* ▪ *courses running for part of a term may be from 1 to 10 weeks/sessions* ▪ *courses running at night are usually 7pm to 9pm (times are dependent on venue)* ▪ *courses running on weekends can be concurrent days/times (depending on structure)* ▪ *there is great flexibility in times and duration*	No. of sessions	
	No. of hours per session	
	Day/ Evening/Weekend *(specify day of week)*	
	Times	
Preferred venue for course *eg: Jannali or Kogarah,*		
What are participants required to bring?		
What resources or equipment is required for this course?		

Please detail any ADDITIONAL costs (in addition to course fee) that: (a) participants may need to incur; or (b) that the College may need to acquire for the course to function properly	Item	
	Cost	

Course Outline

On submission of a course proposal, applicants are required to provide a course outline, providing objectives, content, strategies and resources for the proposed course. (See attached)

Lesson Plan (Session Plans)

A lesson plan is an essential piece of equipment for the tutor. It serves to guide the session in correct sequence and ensures that all relevant material is covered during the lesson. It is expected that tutors will prepare lesson plans for the course being delivered.

The use of a lesson plan will:
- Give participants a clear idea of what they will be doing
- Clearly outlines the methods and activities you will use
- Provide a record of the training
- Be useful if another trainer needs to take over
- Provides a starting point if you need to train another participant

The key features of a lesson plan are:
- A lesson title
- Lesson learning outcomes clearly stated (what will they learn)
- Total lesson time
- List of new terms
- Potential problems to be aware of
- A need for the student to know (relevance)
- Review notes from the previous lesson
- Content of lesson
- Method of presentation (training technique to be used)
- Participant activities
- Resources (aids) required for the lesson
- Appropriate timing for each segment
- Key questions to be asked
- A link forward to the next session

Course Outline

Please provide an outline of the course- add or delete sessions if required (dot points are sufficient)

Notes: Objectives   the learning outcomes or what participants can expect to achieve - these should be stated in specific and measurable terms
        Content   list the actual topics covered
        Strategies   how will you deliver the content? (eg: brief lecture, brainstorming, small group discussion, hands-on learning)
        Resources   what materials and equipment will be required? (eg: whiteboard, handouts, DVD etc)

Session	Objectives	Content	Strategies	Resources
1				
2				2
3				

4			
5			
6			
7			
8.			