

# Adult Education

## Course Proposal

This form is designed to help tutors to develop proposes for new courses and to assist us in determining suitability, assess demand and developing the final course plan.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Mobile \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Category of Course *(If known e.g. Ceramics, Personal Development)*

Suggested course title

Preferred student numbers Maximum \_\_\_\_\_ Minimum \_\_\_\_\_

Preferred session format \_\_\_\_\_ X \_\_\_\_\_ hour sessions

Preferred time  Weekday  Weeknight  Weekend

Preferred days, nights \_\_\_\_\_

Preferred dates \_\_\_\_\_

- At what level will you offer this course?
- Complete beginner
  - Those with little knowledge
  - Those with considerable knowledge
  - For any of the above

Short description of course as you see it – *Suitable for publicity information in our Adult Education Course Guide*

**What your class will cover** – *Some dot points listing the main topics/areas that you hope to cover in your course*

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**What students can hope to achieve** – *Some dot points, including any actual projects to be undertaken*

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**Some background information about yourself** – *Relevant information about you and your subject area that we will pass on to students*

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**Course prerequisites** – *Do students need prior experience? Do they need a certain fitness or skill level to participate?*

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**What resources will need to be provided for the students?** *Include details of where to purchase and approximate costs (exact costs will need to be provided at a later date)*

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*COSTS: Please consider the following costs: hire of specialised venues, materials required, demonstration aids, special tools or equipment needed, wear and tear on your own tools/equipment, (Approximate costs at this stage, however exact costs will need to be provided at a later date) All costs associated with a course (ie. tutor salary, materials etc.) are passed directly on to students through their course fees.*

**What materials and equipment will the students need to buy or bring from home?** *Include details of where to purchase and approximate costs*

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**Are there any special venue requirements or equipment that Libraries Tasmania will need to provide?** *For example, equipment, computer facilities, venue requirements*

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**Do the students need to wear/bring any special clothing?** *For example, loose, protective, special shoes,*

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**Any other important information that needs passing on?**

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**Please return this form to:**

[AdultEducation@education.tas.gov.au](mailto:AdultEducation@education.tas.gov.au)

Adult Education  
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Telephone 6165 5564