

PREPARATION

When you've agreed with your Program Manager on a course, dates, times and locations, we advertise the course. We use a number of ways to promote our courses:

- The course guide
- The website
- Email newsletters
- Word of mouth

EMAIL OFFER

After the course guide is printed, we email you asking you to log on to the website and confirm your course. See **CHECK YOUR COURSES ONLINE** for more information. If there are any mistakes in your letter of offer, or you have any questions, contact your Program Manager.

COURSE DESCRIPTION

It's essential that we get our facts right so that people know what they are enrolling in. If your course description is wrong, or we have not mentioned materials or equipment that students need, contact your Program Manager so that we can amend the information.

RUNNING AND CANCELLED CLASSES

Generally, we look at each course a few days before the start date to check whether it has enough students, usually 6, to go ahead. You should hear from us 3 working days before the course is due to start. On occasion we might want to hold off a little longer, but in this case we will still contact you 3 working days before the start to let you know we are waiting a little longer.

PUBLIC HOLIDAYS

We don't run classes on public holidays. If your course is likely to be interrupted by a public holiday, your Program Manager will probably have re-scheduled the session. Check to make sure and remind your students.

FIELD TRIPS

If you want to take students on a field trip, discuss it with them, and tell your Program Manager and caretaker before the field trip. Our insurance company advises that field trips should fall within the general type of activity offered by the College. For example, bush walking along a marked track would be acceptable; taking a group over rough, unmarked or remote terrain may not be. Talk to the Principal if you have any doubts.

When you are out with the students be aware of safety. Keep a list of attendees so you can mark the roll at the next lesson. Ask students to tell you if they are going to leave during the excursion.

EQUIPMENT

Our store of equipment is limited, so if you expect to need equipment, check with your Program Manager whether it will be available at the venue.