

Teacher / Trainer Application Kit

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Teacher Trainer Application Kit

Who we are – Community College

The Parramatta College is a non profit registered training organisation (national provider number 90276) and provider of adult education. The College is an active member of Community Colleges Australia (www.cca.edu.au). CCA members have a collective annual turnover of \$200 million, a workforce in excess of 6600 including part-time tutors, more than 500,000 enrolments a year, more than a thousand venues, over 6 million accredited training hours annually.

Our programs include:

- **General/Leisure** courses which are open to all adults, regardless of prior education or age. General courses are usually short, introductory, non-award courses that are taught over one term or about 16 hours of instruction. Each individual course has to be self-funding and for this reason, minimum numbers of enrolments apply (usually 6-8 students).
- **VET (Vocational Education and Training)** courses which provide education and training for workforce entry, to update or extend skills and / or to prepare for further study. RTO registration (provider no 90276) requires an organisation to operate in accordance with the national principles, standards and protocols that make up the national system. All accredited qualifications issued by The Parramatta College are recognised by other RTOs throughout Australia.
- **LLN (Language, Literacy and Numeracy)** courses which are funded through the NSW State Government. Courses are accredited and learners study modules from the Certificates in Spoken and Written English or the Certificates in General Education for Adults. Language Literacy and Numeracy courses are subject to AQTF standards.
- **Business courses** are non accredited VET and LLN courses specifically targeted at local businesses.

Minimum Qualifications/Experience Required for Teachers

General/Leisure courses	Skill and experience in the course subject area. Willingness to undertake the basic training offered from time to time by the College.
Language, Literacy and Numeracy	Post graduate qualifications in Adult Basic Education or TESOL and TAE40110
Vocational and Business courses.	Certificate IV in Training and Assessment (TAE40110 or TAA40104) Industry qualifications and experience required by the curriculum or training package

Recruitment

If we ask you to come to an interview, please bring your qualifications so that we can photocopy them. We will also ask you for 100 points of identification.

Most of our teachers are casual employees who are employed under the (Educational Services Post Secondary Education) Award 2010. Pay rates are listed on the Fair Work website www.fairwork.gov.au. Conditions for teachers engaged under the modern award:

- Payment is for teaching hours only. Teaching hours are clearly stated in the letter of offer for each course. The rate allows for preparation & assessment. Meal breaks are not paid.
- The college does not pay overtime. The pay rate applies to day, evening and weekend classes.
- The college does not pay for shopping, preparation or clean up time.
- Teachers are paid to attend professional development sessions.
- We pay superannuation guarantee if the employee earns more than \$450 in a calendar month.

On engagement, we'll give you

- A Tax File Number Declaration
- A staff Financial Information form
- A super choice form
- Applicant Declaration and Consent (the working with children check)
- Proof of Identity list (the working with children check)
- Years of Teaching Experience form

If you are a working director or employee of a company, partnership or trust which would like to provide services to the College, we will ask you for the following paperwork. Please bring it to your interview:

- Your ABN /ACDN
- Certificates of currency for workers compensation, public liability and professional indemnity. You must provide updated certificates as each certificate expires. (We will expect you to complete and sign a Sub-contractors statement from Workcover NSW website detailing your compliance with workers compensation laws.)

We will use an online decision tool to determine whether you can be engaged as a contractor <http://www.business.gov.au/IndependentContractors/DecisionTool.aspx>

Commercial Interest

The College does not permit the use of its courses for commercial gain. Teachers may not solicit students for business or sell materials for profit within classes. Any material or equipment cost associated with the course must be discussed at the interview and is normally included in the brochure.

Protecting Children and Young People

The Parramatta College is committed to providing a workplace and learning environment that is free from discrimination, disadvantage, harassment and vilification and to ensuring our students, clients, staff, representatives and volunteers are safeguarded by current legislation and policies. Because the College offers access all courses to people over 15 years, all staff are required to comply with the requirements of Children and Young Persons (Care and Protection) Act 1998 and other relevant acts. You can go to www.kids.nsw.gov.au and read the information about the Working with Children Check.

.....Detach pages from here.....

Keep the previous pages (1 to 4) for reference and send us the below completed pages (5 to 11), **with your resume and copies of your qualifications attached.**

Send completed section and resume to:

The Parramatta College

PO Box 2261

North Parramatta, NSW 1750

admin@parramattacollege.com.au

Phone 9687 2072

Fax 9687 2217

Teacher / Trainer Registration Form

Personal Details

First Name _____

Surname _____

Postal Address _____

Phone No _____ (home) _____ (work) _____ (Mobile)

E – mail _____

Permission to provide your phone number to students? YES NO

Best time of day to contact you _____

What area of teaching are you applying for? (please tick)

- General/ Leisure courses
- Language Literacy & Numeracy
- Vocational, Computers and Business courses

OFFICE USE ONLY

Received by _____ Date ____/____/____ CV attached YES NO

Course Plan

Instructions for Teachers of VET or General Courses

We have created this simple course plan for teachers/trainers to plan and deliver their courses. Please write a plan for each course you intend to teach.

- Fill in details about your course (name/venue etc.)
- Write a brief course description
- Note down your resources
- Complete a course plan every session to record what you have taught.

BRIEF COURSE DESCRIPTION

We need this for our website and brochure. It must be brief and it must reflect what you teach. If necessary, add a few dot points about what students will learn and/or what they will be able to do by the end of the course. See our brochure or website for examples.

COURSE INTENT

Is the course designed for work, study or leisure? While people come along to a course for different reasons, most people who come to *Pottery for Beginners* are looking for a leisure course. Usually, they aren't planning to work as potters, or to use pottery as one of their day to day work skills. However, people attending *MYOB* are probably doing it for some work related reason. If your course is designed to develop knowledge and skills that are relevant to work, how does this come across? Do you use work related examples when you are explaining concepts? Do class activities or tasks relate to work?

OUTCOMES

What exactly will students be learning and what will they get out of doing this course? EG: Topics, benefits, achievements?

RESOURCES

- Do you need a special venue or is a classroom suitable?
- Do you need any special equipment? We will do our best to provide what we can.
- If you want your students to bring materials or equipment to class please list them here or attach a materials list. Note down the items and the approximate cost.

COURSE PLAN TABLE

Briefly record what you teach in each session of your course. Tick the appropriate method, or add others. Only add materials if you use anything other than the supplied book and computers.

Instructions for Teachers of Language, Literacy and Numeracy Courses

Using the attached Course Plan Form, briefly outline how you would teach and assess *Learning Outcome J2 Write an informal Text from Certificate II in Spoken and Written English 91422NSW*. Include any formative and summative strategies you would use.

You need only complete the elements of the Course Plan you think appropriate for delivery of the learning outcome.

Course Plan Form - (Please complete one plan for each course)

COURSE NAME	
TUTOR NAME	
DURATION (Eg: 16 hrs)	

COURSE DESCRIPTION for website & course guide

COURSE INTENT

The course is designed to develop knowledge and skills that are useful for (prioritise 1,2,3.)

- work
- study
- leisure / personal development

How do you relate the knowledge and skills in the course to its work/study/leisure focus?

OUTCOMES

Students will learn

- _____ ● _____
- _____ ● _____
- _____ ● _____
- _____ ● _____

By the end of the course students will be able to

RESOURCES

Venue: Do you need a special room to run your course other than a classroom? e.g. art room, hall, carpeted room (please tick). YES NO

If "YES", what kind of room and why e.g. water _____

Equipment: Do you need (please tick):

- Overhead projector
- Whiteboard
- Data Projector
- Cassette player
- Other (please specify) _____

Course Materials: Will students need materials or equipment? YES NO

Please specify or attach a list _____

Approx costs if any (General courses only): \$ _____

OTHER INFORMATION

Course Plan Table

Date/ Session	Content/ Topic	Method	Materials/Resources
1	Introduction & Housekeeping	<input type="checkbox"/> Lecture <input type="checkbox"/> Demonstration <input type="checkbox"/> Practice session <input type="checkbox"/> Assessment <input type="checkbox"/> Other	
2		<input type="checkbox"/> Lecture <input type="checkbox"/> Demonstration <input type="checkbox"/> Practice session <input type="checkbox"/> Assessment <input type="checkbox"/> Other	
3		<input type="checkbox"/> Lecture <input type="checkbox"/> Demonstration <input type="checkbox"/> Practice session <input type="checkbox"/> Assessment <input type="checkbox"/> Other	
4		<input type="checkbox"/> Lecture <input type="checkbox"/> Demonstration <input type="checkbox"/> Practice session <input type="checkbox"/> Assessment <input type="checkbox"/> Other	

Date/ Session	Content/ Topic	Method	Materials/Resources
5		<input type="checkbox"/> Lecture <input type="checkbox"/> Demonstration <input type="checkbox"/> Practice session <input type="checkbox"/> Assessment <input type="checkbox"/> Other	
6		<input type="checkbox"/> Lecture <input type="checkbox"/> Demonstration <input type="checkbox"/> Practice session <input type="checkbox"/> Assessment <input type="checkbox"/> Other	
7		<input type="checkbox"/> Lecture <input type="checkbox"/> Demonstration <input type="checkbox"/> Practice session <input type="checkbox"/> Assessment <input type="checkbox"/> Other	
8		<input type="checkbox"/> Lecture <input type="checkbox"/> Demonstration <input type="checkbox"/> Practice session <input type="checkbox"/> Assessment <input type="checkbox"/> Other	

Attach more pages if you need them

LETTER OF AUTHORISATION

To whom it may concern

I authorise The Parramatta College to check the authenticity of my qualifications and my work experience for the purposes of employment.

Signed:

Name:

My contact details

Phone:

Email:

End of Application Form

Send completed section and resume to:

The Parramatta College

PO Box 2261

North Parramatta, NSW 1750

admin@parramattacollege.com.au

Phone 9687 2072

Fax 9687 2217

Thank you for your application