



COMMUNITY COLLEGE-NORTHERN INLAND INC

**Incorporating
Barraba
Gunnedah
Inverell
Moree
Narrabri
Warialda**

NEW TUTORS HANDBOOK **General ACE Program**

Thank you for agreeing to be a tutor with Community College-Northern Inland Inc. Enclosed is a confirmation about the course you will tutor, information we required as an employer and other information to assist you in your role as a College Tutor. We request you complete the forms at the back of the booklet which confirm your agreement with the arrangements made for the course and return to us in the stamped addressed envelope.

General Information

1 Would you please sign the duplicate of the Employment Agreement Form at the back of this booklet and return in the stamped addressed envelope. Your signature will confirm your agreement with the course details as discussed and your understanding of the Workcover Rehabilitation Program.

Your employment is in accordance with the Employee Collective Agreement 2008. Relevant pages are included in this booklet for your information.

2 To ensure compliance with taxation laws all employees are required to complete the Employment Declaration Form enclosed, including Item 1 'Your Tax File No.' We request you return this to us, completed, at the first session of your course to enable us to deduct the minimum amount of tax payable. If we do not receive the form fully completed we are required to deduct tax at the top marginal rate of 50%.

3 A copy of our Rehabilitation Program is enclosed which, by law, you must read and understand. Should you have queries or you are involved in a work related accident please contact us.

4 A first aid kit will be available at each of the venues the College uses for emergency use. It is not expected you will administer first aid to students if you don't have a current first aid certificate, however it is expected you will phone for an ambulance or seek other assistance and appropriate..

5 At the first session of your course you will be supplied with a roll of students which is to be marked at all sessions, signed by you at the completion of the course and returned to us to enable processing of your wages.

6 We also have an Accident/incident Report Form, should there be any accident during the class please notify your coordinator as soon as possible and complete the form to record the details.

We have also included in this booklet, for your information, copies of our Code of Practice, Tutor Code of Conduct and Students Rights and Responsibilities.

We also have policies on Professional Development and Grievance along with many policies relating to accredited vocational education and training courses. Should you wish to see any of these policies please contact you coordinator.

Thank you for your co-operation with these matters, if I can be of further assistance or if you have any queries please contact me on phone number 02 67821221

CODE OF PRACTICE

Community College-Northern Inland Inc believes that education is the foundation of an informed, cohesive and progressive community.

Our community comprises people from all backgrounds and circumstances sharing access to education training to assist them to participate fully and successfully in our community.

All people should have the greatest possible opportunity to make use of and participate in relevant activities and programs offered by our organisation.

Community College-Northern Inland Inc supports the NSW Charter for Equity in Education and Training principles which are;

- 1 Everyone is entitled to high quality education and training programs that provide recognised credentials and clear pathways to employment and life long learning. The outcomes of education and training should not depend on factors beyond the learner's control and influence.
- 2 In the allocation of public resources, priority is given to narrowing those gaps in education and training outcomes that reflect need and prevailing social inequities.
- 3 All young people are entitled, as a minimum, to be able to complete their school education to year 12 or a vocational education equivalent.
- 4 The diversity of the population is recognised and valued by inclusive approaches to the development, conduct and evaluation of programs.
- 5 A demonstrated commitment to these equity principles and practices is a core responsibility for all those working in education and training.
- 6 The mutual recognition of AQTF qualifications and Statements of Attainment issued by other RTOs

Student enrolment conditions will be clearly stated in the course program and where there are pre-requisites for enrolment, then that will be stated in the course details or brochure.

Courses will be delivered primarily in a teacher directed classroom style however flexible delivery methods, including workplace experience and assessment, recognition of prior learning and distance education may also be used if appropriate and within the organisation's resources.

Assessments will be carried out in accordance with the National Principles against the stated learning outcomes or competencies in the accredited curriculum.

Community College-Northern Inland Inc has a student appeals and grievance procedure. This is fully documented in the Student Handbook.

Course fees will be clearly stated in the course program and an estimate of any additional costs will be advised prior to enrolment.

Community College-Northern Inland Inc will refund all student fees where a course does not proceed for lack of enrolments or other reasons. 5 days prior to a course commencing, the student fees are deemed to be off set against the course budget and cannot be refunded except in special circumstances when a deduction for administration and/or purchase of resources for the course will be made.

Students will be given every opportunity to achieve a satisfactory learning outcome including the development of educational pathways. Where we cannot assist, referral to other agencies will be made.

TUTOR CODE OF CONDUCT

Tutors are required to -

- Treat each student with dignity and fairness. Recognise we are all different and have different views on politics, religion and matters of community interest. Acknowledge the adult environment and the experience and life skills which adults bring to the class. Students with a disability are to receive support and positive approaches which will focus on their abilities and allow them to reach maximum potential.
- Wear clothing that is clean, tidy and appropriate for the type of course, including occupational health and safety requirements if necessary, and in keeping with the image of the organisation. Smoking is not permitted during class time.
- Have prepared a course outline which details the proposed course outcomes, resources which are required and any additional costs which may be incurred by the students or the organisation.
- Be prepared for each class with adequate copies of notes and/or resources.
- At the first session discuss the proposed course outcomes with the students and seek their input to the program to ensure they achieve the desired learning outcomes.
- Discuss with the course co-ordinator any resources which are required for the course in sufficient time for such resources to be obtained.
- Arrive at the class 10 minutes prior to the advertised time to ensure the room is ready for the class
- Commence the class on time, because some students are late the rest should not miss out on scheduled time.
- Complete the class roll each session and sign and return it to the co-ordinator at the completion of the course.
- Be watchful for any student being harassed by another and any such incidents are to be reported immediately to the co-ordinator.
- In the event of an unresolved grievance with a student, advise the co-ordinator who will mediate the issue
- Do not sell, or allow for sale within the class time, raffle tickets or other fundraising activities
- Do not sell or promote the sale of materials during class time without prior thorough discussion with and permission from the co-ordinator
- Advise the co-ordinator as soon as possible verbally, and follow up in writing, any incidents and/or potential hazards that have occurred or could occur involving staff or students.

In the event of an unresolved grievance with the co-ordinator, the tutor may seek a resolution to the matter with the tutor representative on the Management Committee and if still not resolved may refer the matter to the full Management Committee.

STUDENT RIGHTS AND RESPONSIBILITIES

Community College-Northern Inland Inc recognises that;

- 1 Students recognise other peoples' human worth and dignity
- 2 The student's right to learn in an appropriate environment and that all people using the College service have a right to be free from any form of harassment and/or discrimination.
- 3 Students are required to dress appropriately, keeping in mind the nature of the course they are attending. Dress should reflect industry and community standards.
- 4 Students should come to class sober and drug free and smoke only in open areas away from other people.
- 5 Students have a right to have their learning needs known and addressed by the teacher
- 6 Students pay all fees and charges associated with the course. Should this cause hardship the student can discuss the matter with the course coordinator when other payment arrangements may be possible
- 7 Students have the right to expect a competent tutor and achieve the expected course outcomes
- 8 Students have the right to be re-assessed if the competency is not achieved first time
- 9 Students are responsible for personal possessions while attending the course
- 10 Each students is expected to take responsibility for cleaning and tidying their work area at the end of each session and assisting with general class/venue tidying
- 11 Students have the rights to normal privacy afforded all citizens in personal matters
- 12 Students have a right to a prompt refund of course fees in accordance with the refund policy
- 13 Students should report all injuries or incidents of harassment by another student or tutor promptly to the coordinator and ensure a written report is kept in the incident record book.

The Course brochure each term will include a statement which says

“A copy of our policy on Students Rights and Responsibilities is available from your local coordinator on request. ”

Disability Support - Rights and Responsibilities

Staff

All staff take responsibility to ensure equity for students with disabilities and discharge their duties in a non-discriminatory manner.

Staff rights

Staff have a right to expect that students seeking reasonable adjustments to the learning program will be willing to discuss their specific requirements (with assistance if required) and share responsibility in negotiating solutions.

Staff responsibilities

Staff are encouraged to undertake development activities which ensure they become familiar with the general requirements of students who have a disability.

Staff are affirming of and value students and create a climate that encourages students to approach them to discuss issues impacting upon their studies that arise from their disabilities.

While many students with disabilities may work through the Coordinator at the College, others may approach teaching staff directly. All staff can demonstrate their willingness to make adjustments for students by inviting them to discuss their particular requirements in private at a subsequent time.

The College requires that any arrangements made for reasonable adjustments are formally notified to the Coordinator and manager

Teaching staff and trainers need to respond to the particular requirements of students who have a disability by making reasonable adjustments within a flexible curriculum.

Staff need to understand and constructively manage behaviour arising from disability which impacts upon others in the class.

Students

Students with disabilities have the right to:

- Equitable access to courses, programs, services, activities and facilities at the College
- Reasonable and appropriate accommodations, academic adjustments, and/or additional support services
- Confidentiality of information pertaining to their disability
- Information to be made reasonably available in accessible formats
- Be treated with dignity and respect.
- The institution will establish an inclusive educational environment
- They can undertake their studies free from discrimination and harassment
- Staff will anticipate their need for reasonable adjustment, invite them to discuss their requirements, and treat the request promptly and seriously
- Their views will be sought in the development and review of institutional policies, procedures and practices affecting their lives at the tertiary institution

- Where required, they may be assisted by independent advocates
- Staff will be given appropriate training to become familiar with good practices for meeting the requirements of the students
- They will be given the opportunity to develop skills which will enable them to obtain maximum benefit from available services.

Students, and where applicable, prospective students with disabilities, have a responsibility to provide information which assists the College in the timely planning and implementation of appropriate services by:

- Identify themselves at enrolment as an individual with a disability when seeking an adjustment or service on the basis of their disability
- Provide documentation from an acceptable professional source that verifies the nature of the disability and impact on access to the learning environment and/or experiences
- Follow the procedures for obtaining reasonable services as outlined in student handbook
- Treat staff at the College with dignity and respect.
- Notifying and verifying their requirements to the extent necessary to ensure an appropriate response
- Being proactive in advising the College of the difficulties they encounter in accessing aspects of the life at the College and how to overcome those difficulties.
- Ensuring that specialised services provided are utilised in a fair and effective manner
- Respect the efforts of others, observing conditions placed on adjustments made
- Advising absences to obviate unnecessary attendance of service personnel such as interpreters.

The College has the responsibility to:

- Ensure that our courses, facilities and activities are designed to be accessible to students with disabilities
- Provide to students with disabilities information regarding policies, procedures and services and ensure their availability in alternative formats where required
- Assess students on their abilities, not their disabilities
- Provide reasonable and appropriate accommodations and services for students with disabilities
- Offer a range of services in keeping with the provisions and responsibilities outlined in the Disability Discrimination Act(1993) and relevant College policies and procedures
- Assist students to inform staff within the College regarding the impact of the student's disability and arrange appropriate services and accommodation
- Maintain appropriate confidentiality of personal, health and disability information provided to the service by students
- Inform students of the College policies and procedures relating to students with disabilities where required
- Seek feedback from students regarding the services being provided, work toward continuous improvement of services and respond appropriately to difficulties where they arise
- Provide students with disabilities information about complaints processes where required

Points to take into account as a College tutor

At the commencement of the course.

- Introduce yourself and give a brief outline of your experience relating to this course.
- Discuss the objectives of the course and the outcomes you expect.
- Establish if the students have any barriers to learning.
- Explain the sequence of activities you have planned in the course.
- Explain how you will be assessing the competencies of the students throughout the course.
- Give the students the opportunity to have input about their learning needs and expectations for the course and if practical incorporate their requests within the course.
- Brief the students on your expectations of them.

Throughout the course

- Structure the program, use a practical approach and training methods to ensure you pass on the competencies you wish the students to learn.
- Provide a variety of different training methods, encourage student participation and reinforce key points.
- Continually review your training methods to ensure you meet all the students learning needs.
- Use equipment and materials which improve learning outcomes.
- Ensure the information is clear, accurate and presented in the correct sequence.
- Encourage students to ask questions and contribute to the discussion at appropriate stages in the course.
- Use summaries of key points at appropriate times to reinforce learning.
- Ensure health and safety hazards are pointed out to students.
- Give additional assistance to those who require help.
- Give the students opportunities to make choices and decisions when appropriate.

Extract from Community College-Northern Inland Inc Employee Collective Agreement 2008

All tutors will be employed on a sessional basis for the duration of the course or program. Employment is subject to sufficient enrolments and there is no guarantee of ongoing work.

Level 1 Tutor

A Level 1 Tutor has appropriate subject knowledge and skills (without formal subject qualifications) as determined by CC-NI.

The Tutor prepares, delivers and reviews course material in accordance with accepted CC-NI General program standards

Level 2 Tutor

A Level 2 Tutor has a Diploma or Degree in the particular subject they are employed to teach.

The Tutor prepares, delivers and reviews course material in accordance with accepted CC-NI General program standards

**Table 2 Monetary Rates for Tutors
Minimum hourly casual/sessional salary**

Tutor Level	Hourly rate
Level 1 ACE Tutor	\$20.00
Level 2 ACE Tutor	\$30.00
Level 3 VET Tutor	\$40.00
Level 4 Tutor	By negotiation

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EMPLOYMENT AGREEMENT FORM

Duplicate
Retain for your records

I, _____, agree to be employed as a tutor with the Community College-Northern Inland Inc. under the terms and conditions of the Employee Collective Agreement. I have read and accept the policies and procedures of the Association and agree to work within those policies.

JOB DESCRIPTION

COURSE NAME

DATE / TIME

TUTOR WAGES

TUTOR TRAVEL REIMBURSEMENT

VENUE

COURSE MATERIALS

Minimum number of students
Maximum number of students

Students to supply

Signed

Date

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EMPLOYMENT AGREEMENT FORM

Original
Please sign and return

I, _____, agree to be employed as a tutor with the Community College-Northern Inland Inc. under the terms and conditions of the Employee Collective Agreement. I have read and accept the policies and procedures of the Association and agree to work within those policies.

JOB DESCRIPTION

COURSE NAME

DATE / TIME

TUTOR WAGES

TUTOR TRAVEL REIMBURSEMENT

VENUE

COURSE MATERIALS

Minimum number of students
Maximum number of students

Students to supply

Signed

Date