



**NORTHERN INLAND INC.**

BARRABA • GUNNEDAH • INVERELL • MOREE • NARRABRI • WARIALDA

## **Prospective Community College – Northern Inland Inc. Tutors Information Booklet**

The following booklet has been developed to give prospective Community College – Northern Inland Inc. Tutors a brief outline of our organisation, how the courses are organised and operate. It also endeavours to answer some of the most frequently asked questions that prospective tutors ask.

Please don't hesitate to speak to your local Community College – Northern Inland Inc. co-ordinator, ....., if you have further questions.

Community College – Northern Inland Inc., and its operational centres of Barraba, Gunnedah, Inverell, Moree, Narrabri and Wyallda, is a non profit community based organisation managed by a voluntary committee with some financial support from the NSW Board of Adult and Community Education.

The Association employs program co-ordinators and tutors in each of the operational centres to provide a wide range of education programs covering vocational, personal development, hobby and leisure courses in response to community requests.

## **OUR RESPONSIBILITY TO YOU**

Courses offered in the General ACE program are largely user pays. This means the course fee is calculated by dividing the total cost of the course, including administration, by the estimated number of students. In most cases, if the minimum student enrolment is not reached, we are unable to run the course.

In some cases we receive additional Government assistance to support the costs of the course. These usually include accredited vocational education and training courses and literacy/numeracy courses.

The Community College – Northern Inland Inc. Co-ordinator is available to support your needs as a tutor. Should you require, our co-ordinator will discuss the course outline and assist you to prepare the lesson plan.

We have a policy of encouraging all our staff to participate in further training to increase their skills, particularly the minimum adult teaching qualification, presentation skills from Certificate IV Training and Assessment. We also have a small annual budget allocation for professional development to support the cost of staff training. We will always notify staff of opportunities as they arise, however please do not hesitate to discuss your training needs with your local co-ordinator.

We have the following insurance cover to ensure your protection;

- Workers Compensation
- Professional Indemnity
- Public Liability
- Personal Accident for Voluntary Workers

We have a grievance policy and procedure to follow for any complaints about our performance for staff and students. If you would like a copy please ask your local co-ordinator

## **YOUR RESPONSIBILITY TO US**

### **Occupational Health and Safety**

You have an obligation to ensure you include occupational health and safety aspects of the subject you are teaching into the lesson plans. We also request you report any accidents, unsafe equipment or venues to the co-ordinator.

### **Child Protection**

Under the Child Protection (Prohibited Employment) Act 1998 all educational institutions (excluding universities) are required to ensure prohibited persons are not employed in child related employment. Contained in this information pack is a Prohibited Employment Declaration which we require all employees and volunteers to complete prior to employment. Please return in the reply paid envelop so we can process promptly.

### **Attendance Rolls**

You will be issued with a class roll at the commencement of the course. Please note students' attendance each session and return the roll at the completion of the course.

### **Keys**

Frequently classes are held in community and/or government premises. When necessary your co-ordinator will arrange the keys on the first session and advise you of the procedure for following sessions. Security and cleanliness is important when you leave the premises after each session.

### **Photocopying**

We will prepare any photocopies you require for each lesson, however please give the co-ordinator plenty of notice of this need. It will not be possible to do them at the last minute just as the class is due to commence.

### **Employment Contract**

If you are employed by our organisation it will be under the terms and conditions of the Community College - Northern Inland Inc. Certified Agreement 2001 and you will be asked to sign an employment contract which will detail the course, time, dates and location of the course.

If you have an ABN we can pay you against a Tax Invoice should you prefer.

### **Course Resources**

Please ensure you discuss the course resources with your co-ordinator. It is important that we give clear instructions to students of what they are expected to bring to class and/or what additional costs students can expect to pay for resources. If you require teaching aids such as whiteboard, overhead projector or video notice should also be given to your co-ordinator.

### **Payment of Salary**

Salaries are usually paid promptly at the completion of the course; however this is negotiable and can be discussed with your co-ordinator. All class rolls, keys, employment documentation and Community College – Northern Inland Inc. equipment will need to be returned prior to final payment being processed.

### **Student Satisfaction**

We have a policy of surveying our students to ensure their satisfaction with the courses we offer. Your local co-ordinator will arrange for this to happen.

## **WE WELCOME YOU AS A PROSPECTIVE TUTOR**

Attached are a number of forms which we would appreciate you completing.

The first is a **Tutor Record**. This is probably the only time we will ask you to complete it unless, at some future date, you wish to update it with more skills you have gained and which relate to your teaching.

The second is **Course Information**. This will provide us with a course outline, skills which you can impart to the students and other information we require for our records. Each time you change the course content significantly or teach a different subject/topic we would appreciate you completing one of these forms. This form gives us a clear understanding of the program you will deliver in the classroom and your equipment requirements.

Both forms allow us to better plan our education program to meet community needs.

The other form relates to the Child Protection Legislation as outlined on the previous page.

Enclosed is a stamped addressed envelope for return of the forms, we would appreciate you taking the time to complete them as soon as possible. We can assure you, your personal information will remain confidential unless you indicate differently on the form.



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**TUTOR RECORD**

To be completed in conjunction with Prohibited Employment Declaration and Course Information Form

Tutor Name -----

Address -----  
----- post code -----

Phone ----- Fax -----

Best time to contact you? -----

May we give your phone number to students and other ACE Centres? Yes / No

Teaching Adults Experience:

-----  
-----  
-----

Qualifications (including short training courses)

-----  
-----  
-----

Other Work Experience:

-----  
-----  
-----

Non-Accredited Courses you could tutor:

-----  
-----  
-----

Accredited Courses you could teach:

-----  
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Sign ----- Date -----

If there is any other information you wish to give please attach to this form



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**COURSE INFORMATION**

Course Title -----

Total length of course (eg. 12 hours) -----

Preferred course delivery format -----  
(eg. 6 sessions x 2 hours or 3 sessions x 4 hours)

<p>Course Venue facilities required ----- ----- -----</p> <p>Teaching resources required ----- (eg. overhead projector, video, TV) ----- -----</p>
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<p>Aims of the Course ----- ----- ----- -----</p> <p>Skills the students will gain ----- ----- -----</p>
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<p>Are there any skill levels students require to enter the course?      Yes / No If "Yes" please give details ----- -----</p> <p>Is there any formal assessment of skills students will acquire during the courses? Yes / No If " Yes" please give details ----- -----</p>
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What resources are needed to complete the course?

From Community College – Northern Inland Inc -----

From the students -----



## PROHIBITED EMPLOYMENT DECLARATION

The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment see the *Working With Children Employer Guidelines*.

**Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:**

- an offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- an offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- an offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
- an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

**NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.**

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

- involving intentionally wounding or causing grievous bodily harm to a child; or
- of attempting, or of conspiracy or incitement, to commit such an offence.

**Under *Commission for Children and Young People Act 1998*:**

- it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child related employment;
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are a prohibited person or not;
- all people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
- penalties are imposed for non compliance.

**I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and***

**Young People Act 1998, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000.***

**I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998.* I am aware that it is an offence to make a false statement on this form.**

**I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998.***

**I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.**

**I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998.***

All fields must be completed. Please use block letters.

Name: \_\_\_\_\_

Aliases (previous/other names): \_\_\_\_\_

Date of birth: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**NOTE: Seek legal advice if you are unsure of your status as a prohibited person.**

**THIS FORM IS TO BE RETURNED TO COMMUNITY COLLEGE – NORTHERN INLAND INC.**

## WORKING WITH CHILDREN BACKGROUND CHECK CONSENT

All fields must be completed. Please use block letters.

Family name: \_\_\_\_\_

Given name(s): \_\_\_\_\_

Previous names/aliases: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Gender: (Please tick)  Male  Female

Place of birth (city, state, country): \_\_\_\_\_

Identifying document type (e.g. driver's licence/passport): \_\_\_\_\_

Identifying document number: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Title of position applied for: \_\_\_\_\_

Type of position (Please tick):

Paid employee  Religious leader/spiritual official of a religion  Foster carer

**I certify that the above information is accurate and understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.**

**I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:**

- 1. a national criminal record check for charges and/or convictions (including spent convictions) for:**
  - any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
  - any child-related personal violence offence;
  - any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence;**punishable by imprisonment for 12 months or more.**

**I understand that this check includes convictions or charges that:**

- may have not been heard or finalised by a court; or
- are proven but have not led to a conviction; or
- have been dismissed, withdrawn or discharged by a court.

- 2. a check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren; and**
- 3. a check for relevant employment proceedings involving an act of violence committed in the course of employment and in the presence of children or reportable conduct. Reportable conduct means any sexual offence, or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence), any child-related personal violence offence, or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.**

I understand that a conviction for a serious sex offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge) or child related personal violence offence (including but not limited to, intentionally wounding or causing grievous bodily harm to a child) will automatically prohibit me from child-related employment.

This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a Registrable person under the Child Protection (Registrable Offenders) Act 2000, I am prohibited from child-related employment.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an Approved Screening Agency from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk.

I acknowledge that:

- the above information and any information obtained during the Working With Children background check may be collected and used by and/or disclosed to the Commission for Children and Young People or any Approved Screening Agency for the purposes of the Working With Children Check;
- the Commission for Children and Young People or any Approved Screening Agency may share the information obtained during the Working With Children background check with each other to support further estimates of risk arising from additional Working With Children background checks;
- the outcome of an estimate of risk conducted with information obtained through the Working with Children Check by the Approved Screening Agency may be provided to my current or prospective employers or an employer-related body (where applicable) only for background checking purposes;
- details of my relevant records will not be released to my current or prospective employers;
- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: This form is to be kept by the employer.**