



NORTHERN INLAND INC.

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VOCATIONAL EDUCATION and TRAINING TUTOR'S HANDBOOK

Thankyou for agreeing to be a tutor in our accredited vocational education and training program. Enclosed is a confirmation about the course you will tutor, information we require as an employer and other information to assist you in your role as a tutor of accredited ACE courses.

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 Community College – Northern Inland Inc Certified Agreement 2001. Relevant pages are included in this booklet for your information. The salary scale used to calculate your pay will be based on the information supplied in the Tutor Record Form already completed by you.

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 Your employment is subject to a satisfactory report from the Employment Screening Unit for the Working with Children Check. The forms are included in this pack and must be completed and returned as a matter of priority.

5 At the commencement of your employment with us you will be issued with a first aid kit unless the course venue already has first aid equipment. This it is for your own use should you be injured in the course of your work. The kit remains the property of the Association and must be returned at the end of your employment.

6 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. On the back of the class role is an Accident/incident report Form, should there be any accident during the class please notify your co-ordinator 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 OH and S policy, Workcover Rehabilitation Program, relevant parts of our Certified Agreement as they relate to VET tutors, Organisational Principles, Code of Practice, Tutor Code of Conduct and Students Rights and Responsibilities, Professional Development policy, EEO policy, Grievance policy and procedure, Anti-discrimination policy, National Assessment Principles, Assessment and Evaluation policy, RPL policy and some background information about our organisation.

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 02 67827253 or eo@communitycollegeni.nsw.edu.au

STATEMENT OF PRINCIPLES

Equity Community College – Northern Inland Inc. will ensure that all persons have access to our education programs regardless of age, gender, sexuality, race, ethnic origin, political belief, religious belief, disability or disadvantage.

Empowerment Community College – Northern Inland Inc. will work to ensure the education programs and environment assist participants in their efforts towards self determination, self responsibility and to improve their ability to make informed choices.

Independence Community College – Northern Inland Inc. is an independent, autonomous, community based organisation working for the local community.

Consultation Community College – Northern Inland Inc. will consult fully with all its stakeholders in its planning, directions and service provision.

Co-operation Community College – Northern Inland Inc. will work closely and co-operatively with existing and future agencies within our community

Consolidation Community College – Northern Inland Inc. will not duplicate the work of other education providers by offering direct or similar education services in competition.

Flexibility Community College – Northern Inland Inc. will maintain flexibility in our operations and functions ensuring appropriate responses to the changing education needs of the community

Excellence Community College – Northern Inland Inc. will strive for excellent in all of our areas of education service, accountability to the community and administration using the ACE Quality Strategy for guidance.

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 Training Package and/or accredited curriculum.

Community College – Northern Inland Inc recognizes the qualifications and statements of attainment issued by other RTOs under the mutual recognition requirements of VETAB.

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.

ACCESS AND EQUITY POLICY

The Access and Equity Policy of Community College – Northern Inland Inc. will ensure that course entry requirements, assessment or curriculum do not limit access on the basis of gender, race, social, cultural, religious, disability or philosophical background and regardless of age other than that we offer courses for adults (defined as persons over 15 years old)

Enrolment in courses for persons under 15 years is at the tutor's discretion and on the understanding that insurance policies held by this organisation do not cover such participants. Enrolment priority is given to adults.

The organisation endeavours to provide access for all people with a disability whenever possible. Special arrangements will be made whenever it is practicable. *Ref .Disability Standards in Education Legislation and Community College – Northern Inland Inc. Policy*

Numeracy and literacy support is available to assist students to meet course requirements.

A budget allocation will be available each year to support the costs of meeting the learning needs of equity target groups within each community.

All staff and Management Committee members will

- uphold best practice principles and have a commitment to quality and excellence in administration and teaching activities
- develop and implement curriculum designed to meet the individual needs of the student
- promote a positive image of people with disabilities
- provide a service which does not over protect or under support the student
- assist the student to develop and maintain skills that will enhance their independence and participation
- ensure the skills and competency development take place in real settings
- provide a service that is designed and administered so as to promote the competence and self reliance of the student
- develop a positive learning environment
- evaluate and monitor all courses
- respect and value the rights of the student
- encourage and assist staff to access training and develop expertise in the field
- develop sensitive and co-operative relationships with all stakeholders

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 ACE 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 co-ordinator 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 co-ordinator 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 co-ordinator 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 Community College-Northern Inland Inc, 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.

Community College-Northern Inland Inc 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 Community College-Northern Inland Inc.
- 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 Community College-Northern Inland Inc 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 Community College-Northern Inland Inc with dignity and respect.
- Notifying and verifying their requirements to the extent necessary to ensure an appropriate response
- Being proactive in advising Community College-Northern Inland Inc of the difficulties they encounter in accessing aspects of the life at Community College-Northern Inland Inc 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.

Community College-Northern Inland Inc 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 Community College-Northern Inland Inc policies and procedures
- Assist students to inform staff within Community College-Northern Inland Inc 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 Community College-Northern Inland Inc 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

HOW WE PROTECT YOUR PRIVACY

Community College - NorthernInland Inc is committed to protecting the privacy of students and staff.

Staff The personal details we collect include your name, address and phone number and information required by the Australian Taxation Office, HESTA Superannuation Fund and the Working with Children Check in accordance with the Child Protection Legislation. We also keep your CV and work history on file. This information is the minimum required by law as your employer.

We keep the information in a locked filing cabinet and it is only accessed by the Executive Officer and the Association's Treasurer

Students The personal details we collect include your name, address and phone number at home and work and your email address. These details are necessary to ensure we can contact you in relation to the course you have enrolled in.

Other information collected includes your date of birth, country of birth, language spoken at home, whether or not you have a disability, whether or not you are Aboriginal or Torres Strait Islander and the level of education you have completed. We are required by the State and Federal Governments to collect data on all our activities and participants in accordance with the Australian Vocational Education and Training Management Information Statistics System (AVETMISS). We submit this information quarterly through the NSW Board of Adult and Community Education. In submitting the data your name is encrypted to ensure your privacy and the only part of your address submitted is your post code. It is collected for Government statistical and planning purposes and nothing is identifiable to any third parties.

We also conduct student satisfaction surveys on our courses and performance so we can maintain a quality check on our service in the interests of continuous improvement. These surveys are optional and you have the opportunity to remain anonymous when completing them. Return is to the Executive Officer in a replied paid envelope. We collate the information for internal use only.

On a random basis the Government asks us to release the name and address of students who have completed accredited courses so they can follow up for student destination surveys. Again your participation in these surveys is entirely your decision.

All your information is stored on a single, secure database, access is controlled and limited to the Executive Officer and Program Co-ordinators who manage the courses and have student contact. No personal information is taken off-site or disclosed to third parties, except as described above. It is your right to know exactly what personal information of yours we hold. Student information is available at all times, either over the phone or in writing. To protect the privacy of students, our staff will confirm personal details before providing any information over the phone.

Should you require further information contact Bronwyn Clinch, Executive Officer at PO Box 20 Barraba 2347 or phone 02 67827253 or email eo@communitycollegeni.nsw.edu.au.

Principles of EEO

This policy aims to ensure all employees, and those seeking employment, are treated equitably. This means:

- selecting people based skills, aptitude and relevant qualifications including life experience
- recognising and valuing different skills and ideas in the workplace
- ensuring a workplace which is free from discrimination and harassment
- giving everyone an equitable chance to develop work skills and make the most of their talents
- supporting employees to combine work and family responsibilities

Occupational Health and Safety

The organisation's policy is to ensure, as far as practicable, the health, safety and welfare at work of all personnel. All employees, however, have a responsibility for their own health and safety and the health and safety of other staff for whom they have responsibility.

Duty of Care

All employees must take care to ensure that their own and others health and safety is not affected by anything occurring or not occurring in the workplace. Due care must be exercised at all times.

The organisation will ensure all employees and volunteers have access to first aid equipment within the workplace in accordance with the Workcover Act.

The class roll has provision on the back for recording accidents/incidents. Details must be recorded as soon as practicable and the form lodged with the local co-ordinator promptly. These forms to be returned to the administration office and all incidents/accidents must be recorded with time, date, location and description of the incident/accident.

Workers Compensation

The organisation's Workers Compensation cover will always remain in force. An appropriate insurance cover will be maintained for voluntary workers. A copy of the rehabilitation program is issued to all staff, including casual tutors, in accordance with the Workcover Small Business Rehabilitation Program to ensure all staff are given the support required to return to work as soon as possible.

Extract from Community College – Northern Inland Inc 2001 Certified Agreement

21. ANTI-DISCRIMINATION

The parties to this Certified Agreement agree that:

(a) it is their intention to achieve the principle object in paragraph 3 (j) of the Workplace Relations Act 1996, which is to respect and value the diversity of the work force by helping to prevent and eliminate discrimination at their enterprise on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin; and

(b) any dispute concerning these provisions and their operation will be progressed initially under the dispute resolution procedure in this Certified Agreement; and

(c) nothing in these provisions allows any treatment that would otherwise be prohibited by anti-discrimination provisions in applicable Commonwealth, State or Territory legislation; and

(d) nothing in these provisions prohibits:

(1) where this certified agreement is approved before 23 June 2000, the payment of junior rates of pay; or

(2) any discriminatory conduct (or conduct having a discriminatory effect) if:

(A) the employee is a member of staff of an institution that is conducted in accordance with the doctrines, tenets, beliefs or teachings of a particular religion or creed; and

(B) the conduct was in good faith to avoid injury to the religious susceptibilities of that religion or creed.

(end extract)

Staff Dispute Resolution Procedure

A grievance occurs when two or more employees are in conflict and cannot find a way to resolve the issue. The organisation would always encourage the employees to discuss the situation and try to come to some agreement. However, if not possible, then the following procedure should be followed.

The aim of the dispute resolution procedure is to address grievances promptly, fairly and objectively and to encourage those involved to agree on an action plan to resolve the issues by;

- 1 Identifying the work related problem and the members of staff involved
- 2 Discuss the problem with the Management Committee and all staff involved
- 3 Agree on an objective member of staff or Management Committee person to act as facilitator and arrange a meeting to resolve issues using the following guidelines. A report, outlining the agreed action plan, is to be completed by the facilitator and filed in the employees file.

Guidelines

- Confirm the participation of all parties to the dispute and their willingness to resolve the situation
- Confirm and agree on the suggested structure below to be used in the process
- Encourage the use of positive statements ie I feel when you do
- Assure confidentiality
- Allow time for breaks if people request time
- Ensure all parties have an opportunity to speak in turn

Structure of Resolution Meeting

Define the situation

What do you feel the current situation is?

What issues would you like to discuss?

Clarify the problems

What feelings do you have about these issues

what questions do you have for

Investigate the options

What options would you like to propose

How do you feel these issues could be overcome in the future?

Determine the action plan

Would you feel satisfied if happened?

If decision was implemented would you feel the problem was resolved?

Extract from Community College – Northern Inland Inc. 2001 Certified Agreement

19. GRIEVANCE AND DISPUTE RESOLUTION PROCEDURES

(I) Procedures relating to grievances of individual employees

(A) The employee is required to notify (in writing or otherwise) the employer as to the substance of the grievance, request a meeting with the employer for bilateral discussions and state the remedy sought.

(B) A grievance must initially be dealt with as close to its source as possible, with graduated steps for further discussion and resolution at higher levels of authority.

(C) Reasonable time limits must be allowed for discussion at each level of authority.

(D) At the conclusion of the discussion, the employer must provide a response to the employee's grievance, if the matter has not been resolved, including reasons for not implementing any proposed remedy.

(E) While a procedure is being followed, normal work must continue.

(F) The employee may be represented by an industrial organisation of employees

(ii) Procedures relating to disputes etc. between employers and their employees

(A) A question, dispute or difficulty must initially be dealt with as close to its source as possible, with graduated steps for further discussion and resolution at higher levels of authority.

(B) Reasonable time limits must be allowed for discussion at each level of authority.

(C) While a procedure is being followed, normal work must continue.

(D) The employer may be represented by an industrial organisation of employers and the employee may be represented by an industrial organisation of employees for the purpose.

(end extract)

HUMAN RESOURCES TRAINING AND DEVELOPMENT

All employees and volunteers within the organisation are to be given the opportunity to access professional development programs to improve their professional and teaching qualifications.

The Conditions of Employment should clearly state the arrangements and conditions of professional development subsidies, time off and any other entitlement.

Internal Learning Opportunities

There is no limit to the number of internal work related courses an employee may undertake. It is anticipated that these will be identified and planned for during the self appraisal process.

The Association will subsidise 100 % of the internal work related course fee or work related service (eg RPL) for all employees after 6 months service.

Attendance without charge at any work related course is at the discretion of the manager.

All employees are encouraged to attend in house personal development courses (non-work related). A discount of 10% off the course fee will be offered, equally to all employees on all non-work related courses.

An enrolment form is to be completed by the employee for all in house courses attended.

The offer of course attendance for employees is not transferable to other family members and the entitlement ceases when employment ceases. However courses already commenced may be completed.

External Learning Opportunities

All staff are encouraged to improve their skills and qualifications by accessing appropriate training from outside organisations. It is expected the need to assess external training/professional development will be identified during the employee's self appraisal.

The Association will make every effort to support the employee access training, which directly relates to their job, with a contribution, at the discretion of the Executive Officer, to the direct cost of participation and flexible work hours which will allow attendance.

Other Learning Opportunities

Other learning opportunities for staff include;

- acting in a position during another's absence
- managing specific projects in an different area
- working with other staff as an assistant to learn new areas
- acting as a mentor to another staff member

Extract from Community College – Northern Inland Inc 2001 Certified Agreement

Level 5 Community College-Northern Inland Inc Vocational Education and Training Tutor

A Level 5 Community College-Northern Inland Inc VET Tutor has a Diploma or Degree in the particular subject.

A Level 5 Community College-Northern Inland Inc VET Tutor has the qualifications required by the accredited curriculum or Training Package and who plans, delivers and/or assesses nationally recognised competency based training which may result in a qualification or Statement of Attainment under the Australian Recognition Framework.

A Level 5 Community College-Northern Inland Inc Tutor is employed on a sessional basis, for the duration of a course. Employment is subject to sufficient enrolments and there is no guarantee of on-going work.

Level 6 Community College-Northern Inland Inc Literacy/Numeracy Tutor

A Level 6 Literacy/Numeracy Tutor has a Degree or Diploma in Adult Basic Education and is employed to teach literacy and numeracy.

A level 6 Literacy/Numeracy Tutor meets the Best Practice Guidelines for Literacy Teachers as laid down by the NSW Board of Adult and Community Education

A level 6 Literacy/Numeracy Tutor may teach accredited literacy curriculum and/or modules from Training Packages and/or general community access programs which respond to the expressed learning needs of the student.

Employment is on a sessional basis and is subject to funding levels and there is no guarantee of on-going work.

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

Tutor Level	1 June 2001	1 January 2003
Level 1 ACE Tutor	\$16.00/hour	\$16.35/hour
Level 2 ACE Tutor	\$18.00/hour	\$18.35/hour
Level 3 ACE Tutor	\$22.00/hour	\$22.50/hour
Level 4 ACE Tutor	\$25.00/hour	\$25.50/hour
Level 5 VET Tutor	\$32.00/hour	\$33.00/hour
Level 6 Literacy Tutor	\$36.00/hour	\$37.00/hour
Level 7 Tutor	By negotiation	By negotiation

ASSESSMENT PROCESS FOR VET

Community College – Northern Inland Inc undertakes to ensure at all assessments and evaluations of students in accredited VET courses will be done in accordance with the criteria laid down in the course curriculum, or if a training package, the assessment component of the training package.

All assessment and evaluations will recognise equity issues without compromising the integrity of the assessment or evaluation.

Procedure

Assessment may take place at any time, including at the beginning of a course. Some students/clients may enrol for assessment only. Assessment will be provided when the student/client feels he/she is ready for the assessment.

Assessment will be undertaken in an environment as close as practical to the normal work environment. Wherever possible, assessment of competence will be carried out in the workplace whilst the candidate performs an actual job or task as appropriate to the level of development. Assessment-only candidates will be informed of the criteria for assessment and the appeals process prior to the assessment event.

All requirements of the Training Package for assessment will be observed.

Students/clients wishing to appeal any assessment decision should refer to the appropriate section in the VET Assessment Appeals Procedure and the Complaints Procedure.

Information on assessment decisions is only released to stakeholders with the written permission of the client.

RECOGNITION POLICY

Definition

Recognition is the term that covers Recognition of Prior learning, Recognition of Current Competency and Skills Recognition. All terms refer to recognition of competencies currently held regardless of how, when or where the learning occurred. Under the AQTF, competencies may be obtained in a number of ways. This includes through any combination of formal or informal training and education, work experience or general life experience. In order to grant recognition the assessor must be confident that the candidate is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in the AQF accredited courses. The evidence may take a number of forms and could include certification, references from employers, testimonials from clients and work samples. The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient.

(from AQTF Standards for RTOs)

Policy

We recognise adults bring to their learning a wide variety of experiences and all students of accredited VET courses are advised of the availability of Recognition.

Assessments for Recognition will be made against the learning outcomes and assessment criteria specified in the accredited course curriculum or nationally endorsed training package.

We recognise the AQF qualifications and statements of attainment issued by any other Registered Training Organisation. We will provide credit transfer for any formal learning that a client has undertaken which meets the same criteria.



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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 2001 Certified Agreement. I have read and accept the policies and procedures of the Association and agree to work within those policies.

JOB DESCRIPTION

UNITS of COMPETENCY

DATE / TIME

TUTOR WAGES

TUTOR TRAVEL REIMBURSEMENT

VENUE

COURSE MATERIALS

Minimum number of students
Maximum number of students

Students to supply nil

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 2001 Certified Agreement. I have read and accept the policies and procedures of the Association and agree to work within those policies.

JOB DESCRIPTION

UNITS of COMPETENCY

DATE / TIME

TUTOR WAGES

TUTOR TRAVEL REIMBURSEMENT

VENUE

COURSE MATERIALS

Minimum number of students
Maximum number of students

Students to supply nil

Signed

Date