



COMMUNITY COLLEGE-NORTHERN INLAND INC

Incorporating
Barraba
Bingara
Gunnedah
Inverell
Moree
Narrabri
Warialda

Prospective Community College Tutors Information Booklet

The following booklet has been developed to give prospective College 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 College Program Coordinator or Lynne Sheather, 0428498171, if you have further questions.

www.communitycollegeni.nsw.edu.au

Community College-Northern Inland Inc., and its operational centres of Barraba, Bingara, 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 Department Education and Communities, State Training Services, Adult and Community Education and Professional Development Unit.

The College employs Program Coordinators 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 College 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 College Program Coordinator is available to support your needs as a tutor. Should you require, our Coordinator will discuss the course outline and assist you to prepare the lesson plans.

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 Coordinator.

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 Coordinator

All the policies for trainers/tutors can be accessed from our website www.communitycollegeni.nsw.edu.au

YOUR RESPONSIBILITY TO US

Workplace Health and Safety

You have an obligation to ensure you include workplace 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 coordinator.

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 and Consent to a Working with Children Check which we require all employees and volunteers to complete prior to employment. Please return to the local Program Coordinator, scan and email or 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

Sometimes classes are held in community and/or government premises. When necessary your Coordinator 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 Coordinator plenty of notice of this need. Sometimes it is not possible to do them at the last minute just as the class is due to commence.

Employment Contract

If you are employed by the College it will be under the terms and conditions of the Community College-Northern Inland Inc Employee Collective Agreement 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 Coordinator. 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 DVD player notice should also be given to your coordinator.

Payment of Salary

Salaries are usually paid promptly at the completion of the course, however this is negotiable and can be discussed with your Coordinator. All class rolls, keys, employment documentation and College 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 Coordinator 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 forms relate to the Child Protection Legislation as outlined on the previous page.

Enclosed is a stamped addressed envelop 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 Colleges? Yes / No

Adult Teaching Experience:

Qualifications (including short training courses)

Other Work Experience:

Non-Accredited Courses you could tutor:

Accredited Courses you could teach:

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)

Course Venue facilities required -----

Teaching resources required -----
(eg. overhead projector, DVD, TV) -----

Aims of the Course

Skills the students will gain

Are there any skill levels students require to enter the course? Yes / No

If "Yes" please give details -----

Is there any formal assessment of skills students will acquire during the courses? Yes / No

If "Yes" please give details -----

What resources are needed to complete the course?

From CC-NI Inc -----

From the students -----



APPLICANT DECLARATION AND CONSENT

All fields must be completed. Please use block letters.

Family name: _____

First name: _____ Other given name(s): _____

Previous names/aliases: Family name: _____

First name: _____ Other given name(s): _____

Date of birth: _____ (DD/MM/YYYY) Gender: (Please tick) Male Female

Place of birth: Town: _____ State: _____ Country: _____

Residential Address: Street: _____

Suburb/Town: _____ State: _____ Postcode: _____

Contact telephone number: _____ Mobile: _____

Email: _____

If you used one of these documents to verify your identity, please fill in these details:

Driver's licence: Issuing Agency _____ State _____ Number _____

Firearms licence: Issuing Agency _____ State _____ Number _____

Passport: Type _____ Issuing Country _____ Number _____

Title of child-related* position applied for (specify its child-related nature eg 'child care assistant', not 'assistant': _____)

Type of position (Please tick):

- paid employee • contractor • volunteer providing intimate personal care to disabled children
- volunteer providing mentoring to disadvantaged children
- minister, priest, rabbi, mufti or other like religious leader or spiritual officer of a religion or other member of a religious organisation • licensee for prescribed children's services
- authorised carer • family day carer or home based carer

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, or to sign this declaration.

A prohibited person is a person who is convicted of the following (whether in NSW or elsewhere):

- murder of a child
- serious sex offence, including carnal knowledge
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child)
- indecency offences punishable by imprisonment of 12 months or more
- kidnapping (unless the offender is or has been the child's parent or carer)
- offences connected with child prostitution
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the *Child Protection (Offenders Registration) Act 2000*.

A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.

Details of these offences can be found online at [http://kids.nsw.gov.au/\[Guidelines/FactSheet 1\]](http://kids.nsw.gov.au/[Guidelines/FactSheet 1])

APPLICANT DECLARATION AND CONSENT

DECLARATION

I am the applicant named in this form. All information in this form, and identification documents provided for this application, are true and correct. I 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 have not omitted any names or aliases that I use or used in the past.

I have read and understood the contents of this form and the relevant information in the Working With Children Guidelines. I declare that I am not a prohibited person under the *Commission for Children and Young People Act 1998* and I understand that it is an offence for a prohibited person to seek child-related employment.

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

1. 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;

an 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. Check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child or children; and

3. Check for relevant employment proceedings notified to the Commission for Children and Young People under the *Commission for Children and Young People Act 1998*.

CONSENT

I consent to these checks being conducted and consent to the Commission for Children and Young People or an Approved Screening Agency obtaining any relevant record identified by these checks and any additional information relating to that record from sources such as courts, police, prosecutors and past employers to enable a full and informed **estimate of risk**. I consent to these sources disclosing information relating to that record to the Commission for Children and Young People or Approved Screening Agency.

I acknowledge that:

1. the information obtained during the Working With Children background check, including this consent, may be collected and used by and/or disclosed to the Commission for Children and Young People or an Approved Screening Agency for the purposes of the Working With Children Check;

2. the Commission for Children and Young People and Approved Screening Agencies may share the information obtained during the Working With Children background check for the purposes of the Working With Children Check;

3. the outcome of an estimate of risk will be provided to my prospective employer or their employer-related body;

4. my relevant records will not be released to my current or prospective employers;

5. 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

6. 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.