



COMMUNITY COLLEGE- NORTHERN INLAND INC.

BARRABA
BINGARA
GUNNEDAH
INVERELL
MOREE
NARRABRI
WARIALDA

Points to take into account as a Community 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.