



# Port Macquarie Community College

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## CASUAL TEACHING POSITIONS

Dear Applicant

Thank you for your interest in applying for a position with the Port Macquarie Community College Inc.

The Port Macquarie Community College is a not-for-profit community organisation committed to providing and promoting a range of educational programs and services to meet the changing needs of the community. We employ tutors on a casual sessional basis to conduct educational programs.

Our educational program offers general leisure courses and vocational training. As a Registered Training Organisation (RTO) we currently offer vocational courses that result in nationally recognised qualifications. The courses offered reflect the vocational training needs of individuals, local businesses and groups.

The College has in place a comprehensive set of systems that ensure the effective, ethical and accountable operation of the business and the provision of quality teaching and learning outcomes that meet students needs and national standards for outcomes.

The process of becoming employed as a tutor involves the following steps:

- Reading this information kit and returning the enclosed forms, a copy of your resume and other documentation as necessary to the Program Co-ordinator.
- Your application is then assessed by the Program Co-ordinator and where appropriate you will be invited for an interview.

If successful, you will then become eligible to provide adult education courses for the Community College. Generally, courses are advertised in the College brochure every second month and if the minimum number of bookings is reached, the course will proceed.

The format of courses varies and is negotiated with the Program Co-ordinator. As a guide they generally are short courses, two or three hour classes each week over 4 – 8 weeks. Workshops are also timetabled which may include morning, afternoon or evening sessions, a full day or over two days and may include weekends.

Should you require any further information about the application process please contact the Program Co-ordinator. We look forward to receiving your application.

Yours sincerely

*Cheryl Eslick*

Program Co-ordinator

## **CASUAL TEACHING POSITIONS**

### **INFORMATION SHEET**

The eligibility criteria for employment of tutors is as follows:

#### **Vocational Training (Accredited and Non-accredited)**

To be considered for placement on an eligibility list for casual teaching positions in Vocational Education and Training applicants are required to have the following:

- A current Certificate IV in Training and Assessment (TAA40110 or TAA40104),
- Qualifications in the subject area
- Ability to present yourself in a professional manner
- Minimum 12 months current training experience
- Industry experience
- Demonstrated understanding of Training Packages and Assessment processes
- Verbal and written skills appropriate to the teaching task

#### **General Program (non-accredited, leisure and general interest)**

##### **Essential**

- Experience in the subject area
- Ability to present yourself in a professional manner
- Ability to enthuse and motivate adult students
- Verbal and written skills appropriate to the teaching task

##### **Desirable**

- Qualifications in the subject area
- Qualifications in teaching adults eg: Provide training through instruction and demonstration of work skills
- Experience in teaching adults

## Casual Tutor – Job Description

**Title:** Tutor

**Duty Statement:** The tutor is to plan and provide education programs for the Port Macquarie Community College Inc in line with the purpose, aims and standards of the organisation.

### **Responsibilities:**

- To provide education programs for adult learners as agreed that are of a professional standard.
- To conduct a course evaluation in keeping with PMCC's evaluation procedure and to return this data to the PMCC office at the end of the course.
- To maintain student attendance records (roll) and return this to the PMCC office at the end of the course.
- To act responsibly and take care of any venue and equipment being used on PMCC's behalf.
- To return all venue keys to PMCC at the end of the course.
- To provide feedback to the Program Co-ordinator any difficulties eg: with students or venue

### **Wages and conditions:**

Tutors are employed on a sessional basis and under the conditions of the Port Macquarie Community College Inc 2006 Certified Agreement. The rate is based on experience, relevant teaching qualifications and course accreditation.

All other employment legislation, such as Occupational Health and Safety and Working with Children apply to this position.

- All tutors are required to complete a Prohibited Employment Declaration and Consent to Employment Screening Form prior to commencing employment.
- Employment offered to tutors applies only to the time frame agreed and there is no guarantee of ongoing employment.
- All tutors are required to read the Tutor Handbook and agree to follow the Code of Conduct as stated in the Handbook and the PMCC Policy and Procedures Manual.
- Tutors for accredited training must provide assessment documentation where required in accordance with AQTF standards.

Applications can be sent with a resume to the Program Co-ordinator, PMCC, PO Box 5693, Port Macquarie 2444.



**APPLICATION FOR CASUAL TEACHING POSITION**

**Position applying for:**


**Personal Details:**

<b>Name</b>			
<b>Address</b>			
<b>DOB</b>			
<b>Phone</b>	Home:	Work:	Mobile:
<b>Email</b>			

**Qualifications:**


**Relevant Industry/Professional Experience:**


**Have you taught in the area of Adult Education before?**

Yes       No

<b>If yes, please give details:</b>

**Current Employment:**

<b>Employer:</b>	
<b>Position:</b>	
<b>Status:</b>	<input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> casual

**Professional Referees:**

<b>Name</b>	<b>Position</b>	<b>Phone</b>

**ATTACH A COPY OF YOUR RESUME PLUS ANY SUPPORTING DOCUMENTATION**

**Signature:**.....

**Date:**.....



**COURSE PROPOSAL FORM**

**Course Name:** \_\_\_\_\_

**Tutor Name:** \_\_\_\_\_

**Course Description: (3 – 4 sentences for advertising in our brochure)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Outline of course delivery:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Venue:** (Special requirements/suggestions etc)

\_\_\_\_\_  
\_\_\_\_\_

**Materials** ( and any other items required by class participants)

\_\_\_\_\_  
\_\_\_\_\_

If students will be required to purchase materials, please estimate the cost per student:  
\$ \_\_\_\_\_

Do students need any prior knowledge or experience?                      YES                      NO

If Yes, please state:

\_\_\_\_\_  
\_\_\_\_\_