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Dear Prospective Tutor,  
Murwillumbah Community College (MCC) is a community based organisation offering training to persons who are over 15 years of age. MCC is governed by a Management Committee who employ a Manager, Bookkeeper Course Coordinator/, Administrative Officers and Tutors to manage and deliver College services.

MCC is funded by annual grants from Adult and Community Education (ACE) as part of the NSW Department of Industry, some subsidised training funds and course fees paid by students.

The receipt of State Government funding requires us to ensure that we deliver quality courses and have open and transparent administrative procedures.

### **Courses**

MCC offers two types of courses. One type are courses which are hobby, interest and recreational in nature which invite adult learners to learn new skills and interests or to expand on their current skills.

The other type of courses are VET (Vocational Education and Training) courses which are accredited courses providing nationally recognised qualifications, delivered by highly qualified trainers. VET courses aim to assist learners to develop work related skills and achieve qualifications or to expand on their professional development.

We welcome course proposals from people with special talents and skills to run general courses of interest to the community.

Courses are offered 4 terms per calendar year and are promoted through a term brochure which is widely distributed throughout the Tweed district. Other promotions include direct mail, advertisements, our own web site and numerous press releases. We aim to offer about 50 courses per term include a mix of short accredited industry based courses, full qualifications at Certificate II and III level and a wide range of non accredited leisure and lifestyle courses. We like to have a minimum of 5 students enrolled in most courses.

### **Course Considerations**

- Most courses fit within a term. Popular courses with good enrolments will normally be offered every term. Some courses that have limited appeal may not be offered every term.
- The courses we offer seek to meet a need or interest in the community so that people will want to enrol in the course.

- Courses should be able to be delivered within our resource limitations – seating capacity – equipment capacity – safety and insurance considerations etc.
- The length of a course determines the fee we charge for a course. If the course you are planning to offer is fairly long then the course may need to be reduced to a number of smaller sections. Many students want to do more advanced courses so please be prepared to consider tailoring your course to suit.
- Tutors need to plan the course time requirements after considering the importance of a proper course introduction that breaks-the-ice and makes students feel welcome. Adequate tea and coffee breaks ensure attention does not wane.
- Tutors are encouraged to have a course plan that includes training delivery incorporating a variety of media and tutoring strategies as appropriate including video, overhead projectors and data projectors, hands on practice, guest speakers, samples, group work, excursions, small learning projects, etc.
- The time plan must include an allowance to keep all members of the class up to date. Courses also work well if they incorporate a ‘fun’ component and be interactive.
- Where the students are required to purchase materials and booklets be mindful of the need to inform them at the time of enrolment of additional costs.
- Students also need to be informed of other considerations such as clothing, food and drink, fitness levels or safety issues depending on the type of course to be offered.
- Students appreciate course notes and outlines. Please plan your course notes well ahead of time to allow us to do photocopying etc.
- *If course enrolments do not reach the minimum number the course may need to be cancelled. Sometimes we will negotiate with you to try a different start date in the term and readvertise.*

*You will be notified if the course is proceeding or not at least three working days before the start date. This provides the best opportunity to maximise enrolments or to enrol at least the minimum number of students required.*

- In some cases we may need to schedule an additional course in a term if we receive unusually high enrolments.

## **Marketing**

- It helps to market your course if its name appeals to the target audience. Courses can be packaged in different ways eg.. an Internet course could be called “Learn the Internet” or based on an outcome such as “Create your family tree” ( which is done using the Internet)
- Please provide a short attractive description of the course for use in the term brochure.
- Please provide a photograph of yourself and a short bio of your skills and successes. In many cases the course can be marketed on the basis of the tutors history and skills rather than the course itself.
- Tutors should inform us of the target audience and any special contacts to help attract enrolments.

- Where possible design your own posters or displays to attract attention and create interest or assist MCC with ideas.
- On occasions if tutors are prepared to offer their time for a free introductory pre- enrolment promotion, then we will provide advertising and facilities.
- Once started tutors can then promote their next level of courses to existing classes.
- Tutors with successful and unique courses may also have opportunities to offer the course through other Community Colleges.

### MCC Responsibilities

- MCC undertakes to meet its responsibilities outlined in the tutor contract which is set out below.
- MCC will meet the costs of all photocopying, venue hire, advertising and administration as outlined in the course plan.
- MCC will cover the cost of insurance, which includes Workers Compensation, Public Liability and Professional Negligence.
- MCC will provide tea and coffee.
- MCC will provide safe and satisfactory venues, though all tutors and students have a responsibility to monitor and act on safety issues at all times.

### Tutor Conditions

- Tutors are required to sign a contract prior to the commencement of the course and are employed for that course only. *Note that some courses may not start if there are insufficient enrolments.*
- Tutors will be given a Staff and Tutor Handbook which they will be required to read and acknowledge understanding of prior to commencing a course.
- Tutors are required to keep the MCC administration informed of all material events relating to their course and students.
- Tutors are required, if relevant and requested, to agree to a Working with Children Check which examines criminal records and disciplinary proceedings.
- Tutors can be paid as an employee . Rates of pay are –
  - Level 1            Step 1 \$27.88 P/H    Non-accredited courses –no Cert IV  
                              Step 2 \$29.53            in TAE40110 qualification  
                              Step 3 \$31.39
  - Level 2            Step 1 \$32.22            Non-accredited courses –with Cert IV  
                              Step 2 \$34.71            in TAE40110 qualification  
                              Step 3 \$37.51
  - Level 3            Step 1 \$40.86            Accredited course – with Cert IV  
                              Step 2 \$42.87            in TAE40110 qualification  
                              Step 3 \$48.38
- Tutors can also be paid as contractors under agreed conditions if they issue an invoice and provide an ABN number. ***Tutors paid under a contract must have their own \$20 million public liability insurance.***
- Tutors can be paid at the end of a course or every 2 weeks by submitting a time sheet on a Thursday according to a schedule provided.
- Prospective tutors are required to provide a resume outlining their qualifications and experience.

- Tutors should plan for contingencies of their unavailability by discussion with coordinators, arranging alternative tutors or deferring a course.
- Tutors will be issued with a tutor information pack and a class roll at the commencement of each course.

Thank you for your interest. Please complete and submit the following Course Proposal and Plan, the MCC Course Plan.

Please feel free to discuss your course ideas with me personally or with Josh and Julie in the office.

Warm regards

Barbara Carroll  
Manager - *Murwillumbah Community College*

# Course Proposal and Plan

Tutor name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mob: \_\_\_\_\_

Email: \_\_\_\_\_

Course name: \_\_\_\_\_

Course description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggested venue: \_\_\_\_\_

Preferred day or days: \_\_\_\_\_

Preferred hours: \_\_\_\_\_

Number of sessions: \_\_\_\_\_ Hours per session: \_\_\_\_\_

Total course hours: \_\_\_\_\_

Student numbers: Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_

Entry level requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What training resources are required? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many pages of course notes are we required to copy? \_\_\_\_\_

On a separate sheet outline the equipment and materials a student needs to bring.

On a separate sheet outline your recommendations for advertising and marketing. Can you supply samples of your or students work?

Please remember to supply a copy of your CV and any other material that we can use to promote the course

**MCC– Course Plan – Title \_\_\_\_\_**

Session title	Session objectives	Training methods	Tests or assessments
1			
2			
3			
4			

Session title	Session objectives	Training methods	Tests or assessments
5			
6			
7			
8			

**MCC New Employee Record Form – (CONFIDENTIAL)**

<b>Surname</b>		<b>Given Names</b>	
<b>Residential Address</b>		<b>Postal Address (If different)</b>	
<b>Home Phone</b>		<b>Mobile Phone</b>	
<b>Email Address</b>		<b>Date of Birth</b>	
<b>Marital Status</b>		<b>Driver's Licence</b>	
<b>Own Vehicle</b>	<b>YES</b> <b>NO</b>		
<b>Level of Schooling Completed</b>			
<b>Other qualifications and certificates</b>			
<b>Do you have any disabilities or health conditions which are likely to last, or have lasted, for more than two years and which your colleagues should know about to provide support or assistance in the event of a problem</b>			
<b>Details of next of kin</b>	<b>Name</b>		<b>Relationship</b>
<b>Home Phone</b>			<b>Work Phone</b>
<b>Mobile Phone</b>			<b>Email</b>
<b>Induction Completed</b>	<b>YES</b> <b>NO</b>   <b>Date</b>		<b>Completed by Whom</b>
<b>Completed by Whom</b>			<b>Employed As</b>
<b>Start Date</b>			
<b>Performance Reviews</b>			



