



Course Proposal Package

Included:

- **How to apply for a tutor position with SGSCC**
- **Application for employment as a casual tutor**
- **Job Description – Tutor (non-accredited)**
- **SGSCC Profile**
- **Course Proposal Application**
- **Working with Children Check Declaration and Consent form and explanatory notes**

Please note:

As part of the employment process, applicants are asked to comply with the Commission for Children and Young People Act 2005. This requires the interviewer sighting forms of identification equal to 100 points and your completion of the Working with Children Check Applicant Declaration and Consent form which is included in this package.

Please sign these forms and return them with your course proposal.

How to apply for a tutor position with SGSCC

St George and Sutherland Community College is an Equal Employment Opportunity employer, committed to diversity in the workplace and Work Health and Safety. SGSCC offers tutor opportunities on the basis of merit. The applicant considered to be the most capable of doing the job is selected. To decide this we look at qualifications, experience, skills, and personal qualities relevant to the position.

The essential qualifications must be met if you are to fulfil the duties and responsibilities of the position. The desirable skills will assist you in the application.

Qualifications

Include copies of any relevant qualifications, certificates or licences you have. Do not send originals, but bring them along should you be granted an interview.

If any of your qualifications are from overseas, include copies of all relevant qualifications in ENGLISH translation.

Field of Expertise

SGSCC works closely with the local community in providing relevant courses and training. Applicants must have direct experience in their area of expertise.

This means that you must demonstrate expertise in the designated area.

If you gained any of these skills or knowledge through voluntary or unpaid work, include them in your application.

Resume

Include a copy of your resume with your application.

Sending your application

You should send your application back to the College either electronically to dsinclair@sgscc.edu.au or via post to **Leisure Program PO Box 404 Jannali, 2226**

The interview

If you are asked to attend an interview, someone will contact you and tell you when and where the interview will be. You may be asked to bring a portfolio, or samples of your works to the interview. You will also need to bring 100 points of ID to be sighted by SGSCC.

Becoming a tutor

Once SGSCC has established that it has the enrolment numbers to run your course/program then two (2) contracts will be sent to you. One should be signed by you and returned – the other is for your records.

CHECKLIST

HAVE YOU INCLUDED

The name of the teaching area you wish to apply for

Your name and address

A daytime contact number, email and address

HAVE YOU ATTACHED

A completed application

An up-to-date resume

Copies of your qualifications (where necessary)

Working with Children Check forms (2) completed

HAVE YOU

Kept a copy of your application

HAVE YOU SIGNED:

Working with Children Check forms

Job Description

JOB TITLE: **Tutor**

COURSES: Leisure Program

WRITTEN BY: Don Sinclair

Reports to: Relevant Department Manager

Brief description of job role:

As a registered training organisation the College relies on the expertise of its tutors to provide a professional service to our clients.

As a tutor you are responsible for the professional design and delivery of your course, and your own professional presentation and development.

Responsibilities and Duties:

- Delivery of appropriate and approved courses
- Preparation of lesson plans
- Preparation of resources (eg: handouts)
- Maintain course resources (eg: workbooks)
- Liaise with College staff (when appropriate)
- Distribute and collect participant evaluations
- Observe the Work Health and Safety policy of the College
- Ensure the observance of appropriate safety, health, welfare, security and good housekeeping standards
- Initiate emergency/accident procedures in appropriate situations
- Report any incidents or accidents that occur
- Ensure participants give due care to the resources and facilities, and participate in maintaining an environment free from danger or abuse
- Comply with the requirements and regulations of appropriate legislation
- Advise and assist course participants in making them aware of the facilities the College provides
- Maintain professional development in your chosen field of expertise
- Attend tutor meetings (when requested)
- Report participant grievances using the College's documented grievance procedure
- Attend relevant workshops and professional development programs offered by the College
- Maintain an understanding of, and capacity to implement EEO, WHS, ethical practice, commitment to the principles of cultural diversity and other legislative requirements

Performance Review

Continued employment is based on satisfactory reviews and evaluation.

Remuneration

Tutors are employed under the guidelines of an Agreement.

Desirable teaching qualifications and experience

Leisure

Although it is desirable for these tutors to hold qualifications in teaching adults and/or the course of study to be taught, applicants without qualifications who can demonstrate sufficient knowledge, experience and communication skills to conduct a course may be employed.

Tutors must be able to demonstrate the experience and expertise necessary to enable delivery of training, and to ensure course outcomes are met.

Desirable skills

- Excellent communication skills

Employment Screening

Child Protection Legislation requires successful applicants to be subject to employment screening, including a criminal record check prior to be offered employment. Applications will not be considered without the necessary documentation being signed and returned to the College.

Arrival

You are required to arrive to the classroom at least 10 minutes prior to commencement of training and ensure that the room is set up in such a way that is conducive to effective adult learning. Please do not leave classes unattended.

Dress Code

All trainers are required to wear appropriate business attire whilst presenting training courses or at any time when representing SGSCC for any other purpose.

Confidentiality

All participant details are confidential and remain the property of SGSCC.

SGSCC - St George and Sutherland Community College

COLLEGE PROFILE

SGSCC is a not-for-profit community-based adult education organisation operating under the auspices of the NSW Board of Adult & Community Education. It has been in operation in various forms since the 1930s.

The College is one of the biggest in NSW and covers a large part of southern Sydney, operating in over 40 venues, offering over 400 courses, servicing up to 20,000 students a year in day, evening and weekend courses. The College is open to students aged from 14 to 104. It also offers specific courses to school-aged children.

SGSCC offers specialised services in the areas of business, accredited vocational, computer, leisure and hobby, English, international students (ELICOS) literacy, school age, youth and programs for people with a disability.



SGSCC Course Proposal Application

Course	
Name of Tutor	

Brochure description (*in 50 words or less – what outcomes can be expected?*)

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.....

.....

.....

Maximum Number of Students (preferred) (eg: 8, 10, 15)		
<p style="text-align: center;">Course Details</p> <p><i>As a guide:</i></p> <ul style="list-style-type: none"> ▪ <i>courses running for a full College term are 2 hours per week for 8 to 10 weeks = 16 to 20 hours</i> ▪ <i>courses running for part of a term may be from 1 to 10 weeks/sessions</i> ▪ <i>courses running at night are usually 7pm to 9pm (times are dependent on venue)</i> ▪ <i>courses running on weekends can be concurrent days/times (depending on structure)</i> ▪ <i>there is great flexibility in times and duration</i> 	No. of sessions	
	No. of hours per session	
	Day/ Evening/Weekend (specify day of week)	
	Times	
Preferred venue for course <i>eg: Jannali, Oatley, Hurstville, Port Hacking etc</i>		
What are participants required to bring?		
What resources or equipment is required for this course?		



<p style="text-align: center;">Please detail any ADDITIONAL costs (in addition to course fee) that: (a) participants may need to incur; or (b) that the College may need to acquire for the course to function properly</p>	Item	
	Cost	

Course Outline

On submission of a course proposal, applicants are required to provide a course outline, providing objectives, content, strategies and resources for the proposed course. (See attached)

Lesson Plan (Session Plans)

A lesson plan is an essential piece of equipment for the tutor. It serves to guide the session in correct sequence and ensures that all relevant material is covered during the lesson. It is expected that tutors will prepare lesson plans for the course being delivered.

The use of a lesson plan will:

- Give participants a clear idea of what they will be doing
- Clearly outlines the methods and activities you will use
- Provide a record of the training
- Be useful if another trainer needs to take over
- Provides a starting point if you need to train another participant

The key features of a lesson plan are:

- A lesson title
- Lesson learning outcomes clearly stated (what will they learn)
- Total lesson time
- List of new terms
- Potential problems to be aware of
- A need for the student to know (relevance)
- Review notes from the previous lesson
- Content of lesson
- Method of presentation (training technique to be used)
- Participant activities
- Resources (aids) required for the lesson
- Appropriate timing for each segment
- Key questions to be asked
- A link forward to the next session

Course Outline

Please provide an outline of the course- add or delete sessions if required (dot points are sufficient)

- Notes: Objectives the learning outcomes or what participants can expect to achieve - these should be stated in specific and measurable terms
- Content list the actual topics covered
- Strategies how will you deliver the content? (eg: brief lecture, brainstorming, small group discussion, hands-on learning)
- Resources what materials and equipment will be required? (eg: whiteboard, handouts, dvd etc)

Session	Objectives	Content	Strategies	Resources
1				
2				
3				

4				
5				
6				
7				
8				





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E enquiries@sgscc.edu.au
W sgscc.edu.au
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t twitter.com/sgscc

St George & Sutherland Community College
ABN 89 753 440 576

To: All Prospective Employees & Contractors

In July 2000 new legislation was introduced in New South Wales that affects all people working with children (under 18 years of age). Since that time the legislation has undergone further changes which are now reflected in the *Commission for Children and Young People Act 2005*.

The Working with Children Check Guidelines for Employers from the NSW Commission for Children and Young People stipulated that all employees, paid and unpaid such as volunteers working with children and young people, must abide by certain guidelines.

To this end SGSCC, being an **educational facility that may have children or young people 18 years or under in classes** implemented child protection guidelines.

All prospective employees and contractors must complete the Prohibited Employment Declaration and the Consent to Employment Screening Application.

As part of your employment/contract with SGSCC and legal obligations to the Department of Education and Training, the **Working With Children Check Applicant Declaration and Consent** is to be returned to the Personnel Office on completion. Attached for your information is a brief explanation on The Working with Children Check.

Thank you for your co-operation.

Yours sincerely

A handwritten signature in black ink that reads "Patricia Carroll". The signature is written in a cursive, flowing style.

Patricia Carroll
Principal

St George & Sutherland Community College

The Working with Children Check

In July 2000 new legislation was introduced in New South Wales that affects all people working with children (under 18 years of age). Since that time the legislation has undergone further changes which are now reflected in the *Commission for Children and Young People Act 2005*.

What is the Working With Children Check?

The Working with Children Check is about looking at a person's suitability to work with children. Checking the background of prospective employees/contractors will help reduce the risk of abuse by individuals entrusted with the care of children. This will mean that, as far as possible, people who may pose a risk to children are not employed in roles where they have direct, unsupervised contact with children. A 'prohibited person' is a person convicted of a serious sex offence. The new legislation means that such a person is not allowed to work, or continue to work, with children.

What does this checking involve?

There will be a national criminal record check for preferred applicants for paid positions primarily working with children. It is a check for child abuse, child pornography, sexual activity or acts of indecency. It also includes a check on relevant Apprehended Violence Orders and a check of completed relevant disciplinary proceedings. SGSCC will use an Approved Screening Agency for the checking of all employees. There are strict provisions to protect the privacy of people being checked and it is an offence for any person to inappropriately obtain or tell another person about information gathered during the checking process.

Where does the Working With Children check apply?

Employers must do the Working with Children Check for people in 'child-related' employment. It covers employment in a range of areas including childcare centres, educational facilities, detention centres, hospitals, refuges, commercial child-minding agencies, club and associations and religious organisations.

As an **educational facility with people under 18 years of age attending our courses**, SGSCC must comply with the Act by asking all new or prospective employees and contractors to complete a Prohibited Employment Declaration and a Consent to Employment Screening Form and to bring with them at interview documentation which supports their identity. Completion of the Consent to Employment Screening Form allows us to do annual screening checks for the duration of each employee's employment, to comply with Department of Education and Training's legal requirements.

New and prospective employees will also need to present forms of identification (*to the value of 100 points- see attached sheet*). All documents should be originals. At least one of the documents should show the applicant's signature and preferably their current address.

If you have any queries about the above requirements please ring the College's Personnel Office 95283344

Proof of Identity

WWCBC Employer Guidelines

The following lists set out the value of each document according to the 100 point check:

70 points

Name of preferred applicant verified from one of the following (more than one document from this list cannot be counted):

- Birth Certificate
- Birth Card issued by the NSW Registry of Births, Deaths and Marriages
- Citizenship Certificate
- Current Australian passport
- Expired Australian passport which has not been cancelled and was current within the preceding 2 years
- Current passport from another country or diplomatic documents.

40 points

Name and photograph/signature of preferred applicant verified from one of the following (more than one document can be counted):

- Current driver photo licence issued by an Australian state or territory
- Identification card issued to a public employee
- Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit
- Identification card issued to a student at a tertiary education institution.

35 points

Name and address of preferred applicant verified from any of the following (more than one document can be counted):

- Document held by a cash dealer giving security over property
- A mortgage or other instrument of security held by a financial body
- Council rates notice
- Document from current employer or previous employer within the last two years
- Land Titles Office record
- Document from the Credit Reference Association of Australia.

25 points

Name of preferred applicant verified from any of the following (more than one document can be counted)

- Current credit card or account card from a bank, building society or credit union
- Local council rates notices
- Current telephone, water, gas or electricity bill
- Foreign driver's licence
- Medicare Card
- Electoral roll compiled by the Australian Electoral Commission
- Lease/rent agreement
- Current rent receipt from a licensed real estate agent
- Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years
- Records of a professional or trade association of which the applicant is a member.

At least one of the documents should show the applicant's signature and preferably their current address.

All original documents must be sighted and certified by relevant personnel. Certification from a Justice of the Peace is also acceptable.

The suitable wording for certification of the copy would be "I certify this is a true and unaltered copy of the original". The certification statement is written on the copy and then signed by the officer verifying the certification, printing their name and position.



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 _____ Number _____
 Firearms licence: Issuing Agency _____ 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>

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:

- 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;
- 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;
- the outcome of an estimate of risk will be provided to my prospective employer or their employer-related body;
- my relevant records will not be released to my current or prospective employers;
- 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
- 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: _____