

# The Parramatta College

To apply for a teaching position, fill out the enclosed application forms and return them to:

The Parramatta College

PO Box 1121

Parramatta 2124

[admin@parramattacollege.com.au](mailto:admin@parramattacollege.com.au)

Phone 9687 2072

Fax 9687 2217

## Teacher Conditions of Employment

Pay rates are listed in NSW Community Colleges Tutors Award.

Pay rates are dependent on qualifications and teaching experience. Currently rates are:

Classification	Hourly rate from
General Courses	From \$28.00
Accredited vocational courses	From \$35.00

### Hours

- Payment is for teaching hours only. Teaching hours are clearly stated in the letter of offer for each course. The rate allows for preparation & assessment. Meal breaks are not paid.
- The college does not pay overtime. The pay rate above applies to day, evening and weekend classes.
- The college does not pay for shopping, preparation or clean up time.

### Qualifications/ Experience / Staff Development

General courses	<ul style="list-style-type: none"> <li>• Willingness to undertake the basic training offered from time to time by the College</li> <li>• Skill and experience in the course subject area.</li> </ul>
Language and literacy	<ul style="list-style-type: none"> <li>• Post graduate qualifications in Adult Basic Education or TESOL</li> </ul>
Vocational and business courses.	<ul style="list-style-type: none"> <li>• Certificate IV in Training and Assessment (TAA40104) or Certificate IV in Assessment &amp; Workplace Training (BSZ40198)</li> <li>• Industry qualifications and experience as required by the curriculum or training package</li> </ul>

## **Community Colleges**

The Parramatta College is a member of a statewide network of community colleges - 60 non-profit, locally managed organisations which have a total annual enrolment of around 300,000 and provide courses at hundreds of different locations throughout NSW. Our courses currently include training and education in and for the workplace to develop work related skills as well as the general program which participants claim have improved their self esteem, confidence and interpersonal skills along with increased social awareness. These general courses are open to all adults, regardless of prior education or age and cover a wide range of subjects. **General courses** are generally short, introductory, non-award courses that are taught over one term or about 16 hours of instruction. Each individual course has to be self-funding and for this reason, minimum numbers of enrolments apply (usually 6-8 students). **VET (Vocational Education and Training)** courses provide education and training for workforce entry, to update or extend skills and / or give the foundation skills to prepare for further study. The **AQTF (Australian Quality Training Framework)** ensures that all accredited qualifications issued by registered training organisations (RTOs) are recognised by other RTOs throughout Australia. **RTO** registration requires an organisation to operate in accordance with the national principles, standards and protocols that make up the Australian Quality Training Framework.

## **Commercial Interest**

The College does not permit the use of its courses for commercial gain. Teachers may not solicit students for business or sell materials for profit within classes. Any material or equipment cost associated with the course must be discussed at the interview and is normally included in the brochure.

## **Protecting Children and Young People**

The Parramatta College is committed to providing a workplace and learning environment that is free from discrimination, disadvantage, harassment and vilification and to ensuring our students, clients, staff, representatives and volunteers are safeguarded by current legislation and policies. Because the College offers access to all courses to people over 15 years, all staff are required to comply with the requirements of Children and Young Persons (Care and Protection) Act 1998 and other relevant acts.

## **Prohibited Employment Declaration (PED) & Employment Screening**

All staff of the college must sign a Prohibited Employment Declaration (PED), and must consent to Employment Screening by the Department of Education and Training (DET). A copy of the signed PED is kept on file. In deciding whether to employ the person, the College takes into account information provided on the Prohibited Employment declaration, reports from screening agency and information from any referee checks. The screening agency will make a risk assessment based on the nature of work and the findings of the screening. The agency will send us a report. Applicants for employment are informed of any information received as a result of the check. The screening agency (DET) will contact the applicant and notify any adverse findings. Contact the College Principal or Deputy Principal, or go to [www.kids.nsw.gov.au](http://www.kids.nsw.gov.au) and read the information about the Working with Children Check.

## **Contractor or PAYG?**

While most of our trainers and teachers are paid as casual employees, some people prefer to work as contractors. If you wish to be considered as a contractor, you must have an ABN. If you are a company, you must have your own workers compensation and public liability insurance. We do not pay superannuation on behalf of contractors.

# Registration Form

## Personal Details

SURNAME .....

FIRST NAME .....

POSTAL ADDRESS .....

PHONE NO. ....(home) ....(work) ....(Mobile)

E – mail .....

May we give students your phone number? **YES** **NO**

Best time of day to contact you .....

## EXPERIENCE TEACHING ADULTS

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.....  
.....  
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## OTHER WORK EXPERIENCE

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.....  
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## QUALIFICATIONS (include short training courses)

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.....  
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## WHAT SUBJECT/S WOULD YOU LIKE TO TEACH?

.....  
.....  
.....

*PLEASE ATTACH copy of CV and submit with this form*

## OFFICE USE ONLY

Received ..... Date ..... CV attached YES NO

# Course Proposal Form – General Programs

(To be completed in conjunction with Registration Form)

**TUTOR NAME**

.....

**COURSE NAME** (for all courses).....

**COURSE DESCRIPTION**

.....  
 .....  
 .....  
 .....  
 .....

**VENUE:** Do you need special room to run your course? e.g. science room, art room, woodwork room.

YES NO

If "YES", please give reason (e.g. need water etc. ) .....

- RESOURCES:** Do you require:
- \* Overhead projector
  - \* Whiteboard (please supply your own markers)
  - \* VCR
  - \* Cassette player
  - \* Other (please specify)
- .....

**COURSE MATERIALS:** Are there any course materials needed by class participants? **YES NO**

Please specify.....

Approx costs: \$..... **(These should be kept at a minimum)**

**AVAILABILITY:** Please tick locations where you can teach:

Please indicate when you can teach :

Session	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Evening					XXXX	XXXX	XXXX
All day							
Morning							
Afternoon							

**OFFICE USE ONLY**

Received ..... Date ..... Classification .....

## Course Outline - for GENERAL COURSES ONLY

To help you develop a short course suitable for teaching in this college, you will need to:

1. Focus on the main topics you think can be taught in 16 hours. The course may be offered in different ways - i.e 4 hrs x 4 weeks; 2 hrs x 8 weeks; 8 hrs x 2 weeks; 5 hrs x 3 weeks.
2. List the topics or activities you will cover in each session, together with teaching strategies you may use.

**Notes:** Assuming this is an eight week course running for 2 hours a week (or its equivalent). This information will be considered as a starting point for discussion during your interview. It may need to be modified according to students' needs or other circumstances.

Examples of teaching strategies are: lecture, lecture-discussion, presentation, demonstrations, tutorials, small group discussion, debate, buzz groups, brainstorming, projects, visits, field trips, workshops, role plays etc.

Help with this section is available at the interview if you require it.

Example:

**Subject: Teaching Adults**

WEEK NO:	TOPIC	TEACHING STRATEGY
1	Adult Characteristics, Emotional states, responsibilities, expectations	Lecturette, group discussion, handouts.

Please fill out the next form (see over) with a basic outline of the course you propose, and return it with your **Tutor Registration Form** and **Course Proposal Form**.

# Course Outline

## For General Courses Only

<b>WEEK NO:</b>	<b>TOPIC</b>	<b>TEACHING STRATEGY</b>
1		
2		
3		
4		
5		
6		
7		
8		

# The Course Fact Sheet

The fact sheet will be used to give students as much information as we can before they enrol. It will be:

- On our web page ([www.parramattacollege.com.au](http://www.parramattacollege.com.au))
- On our office computer network so we can get access to it easily when students phone.

The more information we put on these course sheets, the easier it will be for people to decide whether the course suits them, and the less likely they are to need to talk to you before they enrol. The format covers:

<b>We will make / do:</b>	e.g dishes that the class will cook, examples of songs they will learn, projects they'll work on in leadlight, woodwork or dressmaking. Say whether it is negotiable - for more experienced students, for anyone.
<b>Students will learn:</b>	e.g.how to use a wok, how to read a dressmaking pattern, how to cut timber etc.
<b>Students will be able to:</b> (Benefits of the course)	e.g. become a more confident cook, learn to make clothes that fit, get more out of your garden etc.
<b>Bring to the first lesson:</b>	Please be specific about this.
<b>For other lessons you will need:</b>	Either be specific or say: cooking ingredients, teacher will advise at first lesson. Cost about \$5
<b>Other information:</b>	if there is something else people need to know, please include it here.

Course Name .....

We will make / do .....  
.....  
.....

**Students will learn**

- .....  
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- .....  
.....
- .....  
.....
- .....  
.....

**Students will be able to (benefits of the course)**

.....  
.....  
.....  
.....

**Bring to the first lesson**

.....  
.....

**In other lessons you will need to bring**

.....  
.....  
.....

**Other information**

.....  
.....

attach more pages if you need them