



# The Parramatta College

## Teacher/Trainer Interview Checklist

Date \_\_\_\_\_

Applicant name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

|   |   |            |
|---|---|------------|
| <p><b>Accredited training</b><br/><b>Does the applicant have:</b></p> <ul style="list-style-type: none"><li>• A relevant qualification at least to the level of qualification to be trained and assessed?</li><li>• At least 3 years relevant industry experience in the field?</li><li>• Certificate IV in Training and Assessment (TAA04)?</li><li>• Training/teaching/assessing experience?</li></ul> <p><b>Can the applicant:</b></p> <ul style="list-style-type: none"><li>• Explain the role of a trainer/assessor in the AQTF?</li><li>• Describe how a unit of competency is used to develop training and assessment?</li></ul> <p><b>Does the applicant provide satisfactory evidence of ability to:</b></p> <ul style="list-style-type: none"><li>• Structure a program of learning?</li><li>• Adapt a program to the learning needs of a range of adult learners?</li><li>• Use a variety of training and assessment methods, applicable to the topic, available resources and learners.</li></ul> | <p><b>Have you sighted and copied:</b></p> <ul style="list-style-type: none"><li>• Original qualifications</li><li>• Resume</li></ul> <p><b>Has the applicant supplied:</b></p> <ul style="list-style-type: none"><li>• One referee for industry expertise</li><li>• One referee for training expertise</li></ul> | <p>Y/N</p> |
| <p><b>General program teacher</b><br/><b>Does the applicant have:</b></p> <ul style="list-style-type: none"><li>• Relevant industry experience in the field?</li><li>• Training/teaching/assessing experience?</li></ul> <p><b>Does the applicant provide satisfactory evidence of ability to:</b></p> <ul style="list-style-type: none"><li>• Structure a program of learning?</li><li>• Adapt a program to the learning needs of a range of adult learners?</li><li>• Use a variety of training and assessment methods, applicable to the topic, available resources and learners.</li></ul>  | <p><b>Have you sighted and copied:</b></p> <ul style="list-style-type: none"><li>• Original qualifications</li><li>• Resume</li></ul> <p><b>Has the applicant supplied:</b></p> <ul style="list-style-type: none"><li>• One referee for industry expertise</li><li>• One referee for training expertise</li></ul> | <p>Y/N</p> |

**☎ Contact two professional referees to confirm information provided by the applicant.**

The applicant is recommended for employment at the College      YES      NO

Signed \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_

**Questions to ask the applicant (*Bold Italics indicate questions for accredited courses*)**

- Ask for the completed Application Kit if not received before interview already. This will include a course outline, lesson plan and brochure description.
- Tell me about your qualifications/experience and how they fit the courses you wish to train?
- Do you have a TAA40104?***
- What is your understanding of the AQTF?***
- What do you see as your responsibilities as a trainer/teacher?
- Describe your experiences teaching/training adults?
- What training packages or accredit courses have you trained?***
- Can you tell me some of the principals of adult education as opposed to school children?
- Describe an assessment technique you would use for a formative assessment?***
- Describe an assessment technique you would use for a summative assessment?***
- How would you adjust your sessions for learners with disadvantaged backgrounds or with disabilities?
- Have you had any other experiences that you feel will be of benefit to the college?
- Tell me about your understanding of OHS/EEO responsibilities and procedures?
- What accredited records would you need to return to us after training has finished?***
- When are you available?

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

**Tell the applicant:**

- All relevant qualifications must be verified by the issuing institution.
- All employees must complete and sign a *consent to screening* and *prohibited employment declaration* forms in line with Child Protection legislation
- How we inform teachers of their *letter of offer* confirming we want them to teach the course, ask them to respond to the letter, then let them know closer to the start date whether their course will go ahead.
- Trainers are observed from time to time by their Program Manager. Feedback on performance is given.
- They will need to return records to the office after the course. EG: OHS checklist, roll, wage claim
- Ask the applicant if they prefer to be engaged as a contractor, or as a PAYG employee? (Explain the difference – See below “*Paperwork*” section)

**Paperwork:**

| Give to successful Applicant  | Receive from successful Applicant   |  |
|---|---|--|
| Child Protection Form   | 100 Points of ID Sighted by you or signed by JP                                 |  |
| Prohibited Employment Form  | Completed forms (Child Protection, Prohibited Employment, Staff Financial Info) |  |
| Staff Financial Information Form  |   |  |
| Tax Declaration (If PAYG)   | <b>If PAYG</b> – Above plus:  | <b>If Contractor</b> – Above plus:                                 |
| Contractor Checklist (If Contractor)  | Tax Declaration   | Contractor Checklist   |
| Subcontractor Statement (If Contractor)   |   | Subcontractor statement  |
| Qualification/verification form   |   | ATO Tool saying “Contractor”                                       |
| Teacher/Trainer Handbook  |   | Insurance – Public Liability, Workers Comp, Professional Indemnity |
| <b>Contractors NOTE:</b><br>ID and forms required for each person conducting the course.<br>2% deducted off agreed rate for each insurance WE supply. |   |  |

