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Dear Prospective Trainer / Assessor and/or Tutor,

Murwillumbah Community College (MCC) is a community based organization and a registered training organization (90044) offering training to persons over 15 years of age.

MCC is governed by a Management Committee who employ a Manager, Finance Officer, Course Coordinators/ Administrative Officers and Tutors to manage and deliver College services.

The College offers two categories of training - accredited training delivered by **qualified trainers and assessors** and non-accredited life-style and leisure courses delivered by **suitably experienced tutors**.

Further details about these categories of training and the requirements involved for each category are below as indicated in the Contents.

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Accredited qualifications and pre vocational courses

MCC is funded by an annual grant and training subsidies from the NSW Department of Industry and other funding sources from time to time to offer accredited and pre vocational courses to the community.

As both a registered training organization and as a College in receipt of Government funding we are required to ensure that we deliver accredited courses to a high standard and have open and transparent administrative procedures.

Accredited training and assessment involves delivering VET (Vocational Education and Training) courses providing nationally recognised qualifications by **qualified trainers and assessors**. VET courses aim to assist adult students to develop work-related skills and qualifications and/ or to expand on their professional development.

Information for Trainer and Assessors re: accredited training

As a nationally Registered Training Organisation (RTO 90044) Murwillumbah Community College delivers a range of full qualifications, part qualifications and skillsets as listed on its scope on training.gov.au.

To attain a nationally recognized Certificate or a Statement of Attainment, students need to provide their trainer / assessor with evidence that they meet the competencies required in the units of the course. There are no formal exams (as used at school and university) in the VET system.

It is also possible in the VET system to attain a qualification by an assessment pathway where the student has significant evidence that they meet the competency requirements and this process is known as Recognition of Prior Learning (RPL).

Most training packages prescribing the requirements for delivering the qualification require assessment of knowledge and also observation of skills in the workplace or simulated situation.

The pathway towards the successful completion of a qualification can only be facilitated by trainers and assessors with proven qualifications in Training and Assessment (at a minimum TAE 40110 or TAE40116 level) and with qualifications, professional development and vocational currency in the qualification to be delivered.

Common definitions in VET training and assessment.

VET – Vocational Education and Training

Assessment – The process of gathering and judging evidence in order to decide whether a person has achieved a standard or objective.

Competency – The consistent application of knowledge and skill to the standard of performance required in the workplace.

Competency based assessment – The gathering and judging of evidence in order to decide whether a person has achieved a required standard of competence.

Evidence

Each nationally recognised unit contains a number of elements of a competency that the evidence gathered must address. The trainer/assessor will use a range of evidence gathering techniques which may include –

- Written answers to questions completed at home or in the classroom.
- Verbal questioning.
- Observation of role playing or simulation of situations in class.
- Observation of presentations made in class and/or the workplace.
- Observation of tasks completed in the workplace.
- Feedback from supervisors or third parties in the workplace.
- Portfolios and projects
- Recognition of prior learning where appropriate.
- Demonstration of skills.

Skills for Employment

Assisting students to develop generic skills in preparation for employment are integrated into course training and assessment. This can assist students to be job ready.

- These skills include
- Communication
- Teamwork
- Problem solving
- Initiative and enterprise
- Planning and organizing
- Self-management
- Learning skills
- Technology

If as a qualified trainer and assessor you wish to be considered for employment to deliver an accredited qualification please make an appointment with the Manager

Phone: 0266726005

Email: acembah@bigpond.net.au.

Non accredited Lifestyle, leisure and personal interest courses

MCC also offers lifestyle and leisure courses which invite adult learners to learn new skills and interests or to expand their current skills.

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

These courses are offered during 4 terms per calendar year which are generally aligned with school term dates and are promoted through a term brochure which is widely distributed throughout the Tweed region. Other promotion includes direct mail, advertisements, our web site and press releases. We aim to offer about 20 lifestyle and leisure-type courses each term and like to have a minimum of 5+ students enrolled in most courses.

Most non-accredited and personal interest courses fit within a term. Popular courses with good enrolments will normally be offered every term. Some courses that have limited appeal may be offered every term.

The courses we offer need to create or meet a need in the community so that people will enroll in the course. Courses should be able to be delivered within our resource limitations -seating capacity, equipment capacity, safety and insurance considerations

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, after mastering the basics will 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 course introduction that breaks-the-ice and encourages students to feel welcome.

Tutors are encouraged to have a course plan that includes training delivery incorporating a variety of media and tutoring strategies. Courses can incorporate a 'fun' component and be interactive.

Where the students are required to purchase materials and booklets please be mindful of the need to inform us so that we can inform the student 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 weeks 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 re-advertise. In some cases we may need to schedule an additional course in a term if we receive unusually high enrolments.

Marketing of non-accredited courses

It helps to market your course if its name appeals to the target audience. Please provide a short description of the course for use in the term brochure. That description needs to make the course sound appealing to prospective students,

Please provide a short bio of your skills and successes. In many cases the course can be marketed on the basis of the tutor's history and skills. It is also helpful for tutors to inform us of the target audience and any special contacts to re attract enrolments. Once started tutors can also promote their next level of courses to existing classes.

MCC Responsibilities regarding accredited and non- accredited courses

MCC undertakes the following:

- 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 (if you are employed), Public Liability and Professional Negligence.
- MCC will provide tea and coffee.
- MCC will provide safe and satisfactory venues, though all trainers and assessors, tutors and students have a responsibility to monitor and act on safety issues at all times.

Conditions and wage rates for trainers / assessors and tutors

(a) Tutors of non-accredited courses and (b) Trainers /Assessors delivering accredited qualifications

- Tutors, trainers and assessors are employed for the duration of the course only. Note that some courses may not start if there are insufficient enrolments.
- Tutors, trainers and assessors are required to keep the MCC administration informed of all material events relating to their course and students.

• Payment Rates

(a) Tutor of non-accredited courses	Casual Rate / hour	Considerations
Tutor non accredited course	\$33	Without TAE40110
Tutor non accredited course	\$40	With TAE40110
(b) Trainers / assessors delivering accredited qualifications	Casual Rate / hour (from Feb 5 2018)	Considerations

Trainers/Assessors accredited course (please enquire about employment possibilities with Manager – ph: 02 66726005 or email acembah@bigpond.net.au)	Minimum rate \$44.01 (Payment rate based on proven prior experience)	TAE40110 required Completion of, and accreditation in the qualification to be delivered also required as a minimum.
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- Tutors, trainers and assessors 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, trainers and assessors can be paid at the end of a course or every 2 weeks by submitting a time sheet according to a schedule provided.
- **Prospective tutors of non-accredited courses** are required to provide a resume outlining their qualifications and experience.
- **Trainers and assessors of accredited qualifications** are required to provide evidence of their accreditation in the qualification they wish to deliver, their completed TAE40110 or TAE40116 qualification, a resume and evidence of their ongoing professional development and vocational currency,
- Tutors, trainers and assessors should plan for contingencies of unavailability by informing the office well beforehand, suggesting alternative tutors or discussing the deferral of a course.
- Tutors, trainers and assessors will be issued with an information pack and a class roll at the commencement of each course.

As a potential tutor please feel free to discuss your non-accredited course ideas with staff in the office and we will follow up with you before the next term is promoted.

If **as a qualified trainer and assessor** you wish to be considered for employment to deliver an accredited qualification please make an appointment with the Manager.

Warm regards

Barbara Carroll
Manager

Appendix (i) MCC New Employee Record Form

(CONFIDENTIAL)

Surname		Given Names	
Residential Address		Postal Address (If different)	
Home Phone		Mobile Phone	
Email Address		Date of Birth	
Marital Status		Driver's License	
Own Vehicle	YES NO		
Level of Schooling Completed			
Other qualifications and certificates			
Do you have any disabilities or health conditions which are likely to last, or have lasted, for more than 2 years and which your colleagues should know about to provide support or assistance in the event of a problem			
Next of kin name		Relationship	
Home Phone		Work Phone	
Mobile Phone		Email	

OFFICE USE

Induction Completed	YES	NO	Date		Completed by Whom	
Employed As				Start Date		

Appendix (ii) Course Proposal and Plan for Non-Accredited Training

Tutor name: _____

Address _____

Phone: _____

Mob: _____

Email: _____

Course name: _____

Course description:

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:

NOTE:

On a separate sheet, outline the equipment and materials a student needs to bring or if any protective clothing needs to be worn.

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			