



Macleay Valley Community College Inc

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APPLICATION FORM GENERAL INTEREST PROGRAM TUTOR

In 2005, the funding provided to Community Colleges changed dramatically. Funds which were previously allocated for general and non-accredited (GIP) courses were allocated to vocational education and training (VET) courses. In short, community colleges such as MVCC were no longer funded to provide hobby/leisure courses.

MVCC are committed to providing a range of general and non-accredited courses to residents of the Kempsey Shire. As such, General Interest Program (GIP) courses are 'sponsored' by the college, with a nominal administration fee applying to all GIP courses.

The administration fee to conduct a course through MVCC is \$40 per annum (GST inclusive). This fee covers insurance and advertising in our course information, website, and listing in the Macleay Valley Happynings.

As a GIP Tutor you will be responsible for all administration of your course including: venue, course resources, collection of fees, and completion of MVCC documentation for insurance purposes.

If you would like to deliver a course under our General Interest Program, please complete this form (separate forms are required for each proposed course) and return it to us with a copy of your resume, relevant qualifications and three references. Please note applications must be received at least 6 weeks prior to your proposed commencement date.

PERSONAL DETAILS	
NAME	
ADDRESS	
TELEPHONE	
EMAIL	

QUALIFICATIONS
TRAINER QUALIFICATIONS – Please tick if applicable <input type="checkbox"/> Certificate IV in Training and Assessment or equivalent <input type="checkbox"/> Train Small Groups or equivalent
VOCATIONAL QUALIFICATIONS – Please state year attained, qualification, issuing authority Note: <u>only</u> list qualifications that are directly relevant to your proposed course

TEACHING EXPERIENCE IN AN ADULT LEARNING ENVIRONMENT - Please state your experience

PROPOSED COURSE DETAILS

COURSE NAME

DESCRIPTION – Please provide information on course contents for advertising purposes

VENUE

DAYS

DATES

From

To

TIMES

From

To

**PARTICIPANT
NUMBERS**

Minimum

Maximum

COST PER PARTICIPANT

MATERIALS REQUIRED – Please provide details of any materials required by participants