



Macleay Valley Community College Inc

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APPLICATION FORM

GENERAL INTEREST PROGRAM TUTOR

In 2005, the funding provided to Community Colleges (adult and community education centres) 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 \$10 per quarter (GST inclusive). This fee covers insurance, monthly advertising in the GIP section of MVCC's course guide, a listing in the GIP section of MVCC's website, and a listing in MVCC's monthly advertisement 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 have a course you would like to deliver through Macleay Valley Community College under the General Interest Program, please complete this form (separate forms for each proposed course) and return to The Manager, together with a copy of your Resume, relevant qualifications and three references. Please note that all applications must be received no later than 6 weeks prior to proposed commencement date of course.

PERSONAL DETAILS	
NAME	
ADDRESS	
TELEPHONE	
EMAIL	

QUALIFICATIONS
TRAINER QUALIFICATIONS – Please tick <input type="checkbox"/> Certificate IV in Training and Assessment (TAA04) <input type="checkbox"/> Certificate IV in Assessment and Workplace Training (BSZ40198) <input type="checkbox"/> Train Small Groups (BSZ404A)

COURSE SPECIFIC QUALIFICATIONS – Please list your qualifications
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				