

# Expression of Interest: Tutors

## Course information snapshot:

Course you are interested in facilitating:

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## Facilitator details:

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Business name (if applicable): \_\_\_\_\_

Email address: \_\_\_\_\_

Qualifications relative to this course (Please attached CV as separate document):

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## Course Details:

No of sessions: 8 weeks per term/One off workshop etc.: \_\_\_\_\_

Length of course: No of hours per session: \_\_\_\_\_

Day/Time: Is there a day or time of the week you would prefer \_\_\_\_\_

Minimum and maximum participants you would like in the course: \_\_\_\_\_

Target group: (e.g. Seniors, children etc.): \_\_\_\_\_

Workshop description, including skills taught and basic outline of what you would like to cover:

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Level of difficulty: Beginner / Intermediate/ Advanced (Circle appropriate)

Starting date: When are you available to deliver this course? \_\_\_\_\_

**Requirements:**

**Participants Materials List:** List any requirements that your participants would need to bring / buy to participate in the course (either recommended or necessary)

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**Course requirements:** List what you would need to run the course - i.e. TV, white board, tables, chairs, a room large enough for everyone to be seated at a table etc.

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**Engagement of your services:**

How do you wish to be paid for your work: Employee, Contractor or Room Hirer (Circle appropriate)

**Employee:** You would be paid as an employee of our Centre for tax and superannuation purposes and would be required to complete a Tax Declaration form. Payment would be fortnightly or by arrangement. You would be covered under our work cover and public liability insurance.

**Independent Contractor:** You would be engaged for a specific course or workshop and require an ABN and would submit invoices for your work. You would pay your own tax and GST. You would not be covered for workcover. It would be your responsibility to arrange for someone else to complete your work if you were unable to attend or to arrange another suitable day with the Centre. As an independent contractor you would usually have your own insurance.

**Room Hire:** You would hire a room at the Centre and all income from the Course would go to the tutor. You would need your own Public Liability insurance. Advertising by the Centre would be negotiation and may incur a cost. Please enquiry with our Office for current room hire fees

**Tutor fee** (For employees/contractors):

What do you wish to be paid for your services: Per session/ per series (circle which is applicable)\_\_\_\_\_

**Additional Information:** Could you please provide any other detail that you think we should know about, ask about etc. in relation to your course - i.e. for fitness classes, this may be health checks - what do we need to know about for your course?

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Please note a Police check (and Working with Children's check if applicable) which complies with the legislative requirements of Victoria will be required before the tutor commences their proposed role. This can be obtained at a reduced rate through the Centre. Details of two referees and permission to contact them is also a requirement of our Centre under our Insurance policy.

Please email your expression of interest to: [office@ashburtoncc.org.au](mailto:office@ashburtoncc.org.au).