

INFORMATION FOR TRAINERS (please read carefully)

*We hope your time spent at Longbeach PLACE is enjoyable and rewarding
for both you and the members of your class.*

Course Planning and Delivery

- Tutors to hold appropriate qualifications for the area in which they teach
- Course details confirmed verbally before production of brochure (including any additional course costs involved and materials listed where needed)
- Trainer to provide course outline giving course details, delivery, expected achievements, evaluation session plans using the A-Frame (except for accredited courses)
- Courses details confirmed in writing before end of semester for courses starting following semester.
- Trainer registration form and copy of relevant qualifications must be on file along with current CV signed and dated by tutor
- Tax declaration form/ABN and current code of ethics must be on file
- Trainer to ring in and check if course is ready to start at least one week prior to start date
- Trainer to arrange access to building for after hours classes

Postponing or Cancelling a Course

In the event that your course has to be postponed or cancelled due to low enrolment numbers, trainers/facilitators will be notified in advance to arrange another start date if possible. If tutors/facilitators need to cancel a session please notify the office as early as possible so that students can be notified or a replacement trainer can be arranged.

During the Course

- Refer any students not on the enrolment sheet to the office
- Keep accurate attendance records
- Monitor the progress of students throughout the course
- Sign attendance roll at end of course
- Where possible provide students, with special learning needs, the support required to successfully participate in class
- Provide a non-threatening setting, which assists students to respond to learning and self development in a positive way.
- Adapt delivery modes to cater for diverse learning needs
- Advise the office or co-ordinator after a student misses two classes in succession without a reason

Pre-accredited courses

- Ensure students complete A-Frame Student Planners (at start and end of course)
- Tutor to provide end of course certificates of attendance where needed
- Ensure students complete ACFE Student Satisfaction Surveys (located in file near copier)
- Attend professional development activities at least annually to keep up with current educational practices and advise co-ordinator so that attendances can be added to staff file

Evaluation

Feedback is very important to us. Please pass on any comments you or your students would like to make. Evaluation forms are required for all funded courses and our fee-for-service courses.

EMERGENCY EVACUATION PROCEDURE

Tutors must be familiar with the **EVACUATION PROCEDURES**. These are situated in each room. Trainers are responsible for informing their students of these procedures

Health and Safety

Please ensure "Health & Safety" check is completed before class and any concerns are either rectified or reported. Do not continue your class if training area is unsafe.

Security:

- Authorised personnel only, to be issued with instructions for access to building after hours..
- The security alarm is to be armed and disarmed by authorised persons, who have received instructions for security system use. Security codes are to be kept confidential.
- When leaving, please check toilets and that all doors and windows are secure.
- Please ensure you inform your students of security arrangements for after-hours classes.

Facilities

- To ensure building is secure when leaving evening sessions;
- To supply own whiteboard markers if needed and clean off white boards after use;
- To ensure participants leave facilities clean and tidy after use (including tables, floors and dishes).

Payment

- Payment cannot be claimed for sessions where attendance rolls have not been marked;
- Payment for marking assessments can only be claimed after all paperwork has been submitted (ie: signed attendance roll, delivery schedule, AQTF learner questionnaires, assessment results, copies of student's assessment work, copies of the assessment tasks used)
- Trainers with an ABN may submit an invoice;
- If fortnightly payments have been arranged with finance officer, time sheets are to be completed and forwarded before each fortnightly pay round. Payment forms can be found in the draw of the file near the copier or on LbP website.

Facilities Available for Trainers

Please let office staff know if you require the use of equipment for your class:

- Whiteboards;
- Audio CD/Cassette Player;
- TV/Video/DVD;
- Overhead projector;
- Data Show;
- Photocopying machine that can enlarge, reduce, scan. Please avoid photocopying at the last minute, as access to the copier cannot be guaranteed. It is also disruptive for your class.

Security codes for the copier must be kept confidential.

Tea/Coffee Facilities

Tea and coffee is available for all participants at a nominal cost. At the conclusion of each session it is the trainers/facilitators responsibility to ensure that the class has left the kitchen clean. Please turn off urn in the training rooms after your session.

Housekeeping

Please ensure that you are ready to start your session at the stipulated time. Turn off heaters, coolers, urns, lights etc. after your session unless advised otherwise.

Telephone Numbers/Office Hours

The number for the office is 9776 1386.

Office hours are Monday to Wednesday 9.30 am to 3 pm;

Thursday and Friday 9.30 am – 12 noon.

Or you may leave a message on the office answering machine.

Staff are also contactable by email.

Trainers Code of Practice

The following requirements include the requirements for trainers/assessors under the AQTF 2010 Standards and VRQA guidelines for VET Providers.

Trainers/assessors delivering ACCREDITED courses are required to:

- Have appropriate qualifications i.e. cert IV in Training and Assessment or equivalent
- Have qualifications and/or expertise in the area they are teaching/assessing
- Provide a competency matrix document mapping their industry skills against each unit of competency they teach/assess (template available on LbP website).

Matrix to include:

1. Title and code of qualification and list of all units of competency (uoc)
 2. Vocational qualifications/uoc held by trainer/assessor that are the same or equivalent to each uoc
 3. industry/workplace experience directly related to each uoc showing relevance and currency
 4. how the industry skills are kept current
- To keep up with current educational practices and assessment methods by attending professional development activities at least annually. Details to be added to updated CV annually.
 - Follow version control procedures for all training documents:

Documents to include the following information:

1. Name of document (or file name)
 2. author
 3. date of last update (do not use an automatically updating date format)
 4. the national accredited code must be included where document relates to a qualification or unit
 5. page numbers (X of Y)
- Pass on any concerns regarding training/assessment or operations of the RTO to the Co-ordinator or Manager, in person, or by using the "Risk Management - Corrective Action Request" form (available on LbP website)

Course Planning

- To have delivery plans/schedules for accredited courses.
- To phone in or contact Program Co-ordinator or reception before course begins.
- To sign contract/agreement before course begins (arranged with the Manager)

Delivery

- Adhere to scheduled class times
- Adapt delivery modes to cater for diverse learning
- Adhere to course requirements for accredited courses including curriculum, assessments, outcomes reports and student records.

Assessment

- Conduct assessments appropriate to the Learning Outcomes, which may involve a variety of methods, (eg: group activities, demonstration of skills acquisition, contribution to discussion, completion and presentation of written work requirements)
- Provide flexible assessment tasks to cater for students with specific learning needs
- Monitor and assess students throughout course to gauge progress. Pass on any concerns to co-ordinator to follow up where needed
- Provide the RTO with copies of all assessment tasks, showing how these tasks cover the learning outcomes, skills and knowledge and critical aspects of assessment
- Clearly advise students of the submission dates for assessment tasks. Final submission date will usually be last day of class. Tutors may need to set an extension date of one to two weeks for some classes. Students are charged a late fee for work submitted after the final cut off date.
- Provide the RTO with end of course student outcomes for accredited courses using separate assessment cover sheet for each unit per student

Evaluation

- Get feedback from the candidate regarding the assessment process
- Review the assessment process individually, as well as with colleagues and supervisors, to ensure that assessments have been carried out effectively and efficiently
- Suggests any improvements that can be made to the assessment process
- Attend moderation sessions each semester with other assessors to identify if the same criteria is being used to assess the same areas, as well as evaluating the assessment methods and tools.
- Include the official course code and/or unit/module codes on all documents used in the assessment process
- All students to complete the AQTF Learner Questionnaire at the end of each course