#### Fact sheet

##### Short course tutoring

Living & Learning Nillumbik is a community based organisation working in partnership with Nillumbik Shire Council, with centres at Eltham, Panton Hill and Diamond Creek.

We work creatively with individuals, communities and government to provide programs that respond to the personal, professional, social, and learning needs of our diverse community.

##### Our Values...and how we behave

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| --- | --- |
| Value | Bahaviour |
| Accountability | We will take responsibility for our actions and support respect for evidence. |
| Community participation | We will facilitate community participation under a Community development framework, and encourage community engagement and effort. |
| Diversity | We aim to engage all members of our community and embrace the strength, understanding and friendship which diversity brings. |
| Innovation | We will encourage Learning for all, develop more creative ways of doing things, strive for excellence and drive and respond to change. |
| Integrity | We will be honest and open-minded, and aim to be open and fair in everything we do. |
| Social capital | We will encourage and support networks and partnerships which build mutual support, give-and-take, trust and responsibility. |
| Social justice | We respect and value the opinions of all members of the community. We will be welcoming, caring and inclusive. We will promote Learning as a catalyst for change, social action and to assist the disadvantaged. |

##### Adult learning

People choose to participate in adult learning for many different reasons:

* to upgrade job skills
* to start a business
* to learn about a subject or to extend their knowledge
* to meet new people
* to develop self-confidence
* to get involved in the community
* to develop personal skills
* to participate in social networking

Adult learning is shared learning, based on co-operation, self-direction and personal responsibility. The adult learning experience can be participatory, peer-to-peer, practical, goal-oriented, diverse and dynamic.

Living & Learning Nillumbik is a friendly supportive environment where you as a tutor are the guide and partner on the participants’ learning journey.

Should you wish to include people under 18 in your classes or to offer a course for children, you will be required to have a Working with Children Check.

##### Short Courses Program

In the Short Courses Program we offer everything from skill-sharing co-operatives, one-off workshops, short courses and term-long courses to semester-long courses.

Courses are programs of structured learning activities that impart information or skills and progress towards a specific learning outcome. People enrolling in courses will have an expectation that some form of structured teaching and facilitation is the main way by which they will learn, and that by the end of the course, they will have achieved the stated outcome.

Course tutors organise and deliver planned and structured lessons and activities which are goal oriented and responsive to the needs of individual adult learners.

MakerSpaces are creative, social spaces coordinated by volunteers which provide opportunities for people to share, learn and connect. There are various MakerSpaces at different locations. MakerSpace members receive a card which entitles them to local shopping and service discounts.

##### Who can be a tutor?

We are always interested in hearing from experienced and talented people who would like to bring their expertise to Living & Learning Nillumbik. Our fantastic teachers are the key to our dynamic short course program - they bring skill, experience, and a passion to teach.

You can be a Living & Learning Nillumbik tutor if you:

* are interested in people
* are good at communication
* have knowledge, expertise or skills in a particular area
* enjoy sharing and helping others to learn
* want to contribute to your community

##### Volunteer Tutors

The vast majority of our tutors are volunteers. Volunteers have been the cornerstone on which our centres have been built. Voluntary sharing of skills as tutors remains a vital aspect of our community strengthening role. We continue to marvel at the generosity, wisdom and talents of people who volunteer their time to teach.

Volunteer tutors’ rewards and recognition include:

* access to other courses (conditions apply)
* opportunities for free training provided through Living & Learning Nillumbik
* opportunities for networking
* celebrations
* recognition as Living & Learning Nillumbik volunteers
* recognition as Nillumbik Shire Council volunteers

Volunteer tutors are required to complete a Volunteer Engagement Agreement.

##### Paid Tutors

If you wish to be engaged as a paid tutor you will be required to provide a higher level of detail in your course plans, greater evidence of your knowledge or expertise in your subject area and experience as a tutor.

Paid tutors are engaged as contractors and are required to invoice Living & Learning Nillumbik. Businesses will need to provide an insurance schedule for Public Liability.

##### What if I have never tutored before?

If you are new to tutoring we are happy to support you to get started. You will be able to work in partnership with the Program Coordinator to develop your course and skills.

Starting your tutoring career at the grass roots level of a Living & Learning Centre is a great way to get experience and to hone your ideas and skills.

##### What do we expect from tutors?

At Living & Learning Nillumbik we require that tutors:

* establish a friendly, safe and respectful learning environment
* treat participants with respect and care
* value and use an interactive approach which shares the responsibility for learning with participants and encourages enquiry
* prepare and plan a course or activity
* provide appropriate feedback to participants about their learning
* conduct themselves according to Living & Learning Nillumbik values
* abide by the Living & Learning Nillumbik code of conduct
* comply with relevant legislation and all centre policies

##### How to propose a course

To submit your idea for a course, we will need a brief written proposal. You may simply use the following as a guide or you can use the form below.

As simply as possible, describe your idea or proposed course:

* What knowledge or skills will be taught or practiced in this course?
* Who is the course for?
* What will participants end up with: a skill or a finished product, or both?
* What other benefits do you envisage for participants?

Don’t worry if your ideas are not yet complete; just give us an idea of the type of course you are envisaging. We are happy to work with you to develop your ideas further if they suit our Program.

Also include the following information:

* Whether you are offering to volunteer or looking for paid work
* Your contact details, particularly an email address if you have one.
* Which centre/s you are offering to teach at
* A relevant and up to date CV. We may also require a reference.

##### What happens next?

Receipt of your proposal will be acknowledged and then considered by the Program Coordinators.

If we wish to pursue your proposal further, we will then need to meet with you to discuss your ideas in more detail.

At this meeting we will need to know such things as:

* Do participants need to have any special knowledge or skills to do this course?
* Is the course for complete beginners, for those with prior knowledge (specify a level if you can) or can it be a combination of beginners and those who have some prior knowledge?
* Do you envisage this course being an ongoing course or a one-off course?
* What equipment do you require to teach the course e.g. a whiteboard, tables, digital projector, etc
* What equipment or materials would participants be required to supply? How much would this cost for them to supply?
* What equipment or materials will you be supplying or purchasing for participants (for which you will be reimbursed)? What would be the cost per participant?
* Do you have preferred dates, days or times for your course to be scheduled?
* What is the maximum number of people that could do this course? (The Program Coordinator will set the minimum number of participants.)
* Is there a particular room or venue that you require or prefer for this course?

Not all ideas or proposals will be taken up. Reasons for this include:

* program balance
* the proposal doesn’t fit with our values
* quality

##### Send your proposal to:

Karyn Kamminga

Program Coordinator

[karyn.kamminga@nillumbik.vic.gov.au](mailto:karyn.kamminga@nillumbik.vic.gov.au)

#### Proposal form

Don’t worry if your ideas are not yet complete; just give us an idea of the type of course you are envisaging. We are happy to work with you to develop your ideas further if they suit our Program.

**Contact details**

|  |  |
| --- | --- |
| Required | Details |
| Name: |  |
| Address: |  |
| Email: |  |
| Phone: |  |

**Questions**

What knowledge or skills will be taught or practiced in this course? Please attach a course plan if you have one.

|  |
| --- |
| Your answer: |
|  |

Who is the course for?

|  |
| --- |
| Your answer: |
|  |

What do you expect participants will know, or be able to make or do, that they can’t do now?

|  |
| --- |
| Your answer: |
|  |

What other benefits do you envisage for participants?

|  |
| --- |
| Your answer: |
|  |

How long will the course be? Please provide an idea of class length, course length and whether this would be a one-off or continuing course.

|  |
| --- |
| Your answer: |
|  |

Do you run a business in an area linked with the subject you are offering to tutor? Please give details. See our policy regarding tutor businesses. Participants need to be informed.

|  |
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| Your answer: |
|  |

Are you offering to volunteer or looking for paid work?

|  |  |
| --- | --- |
| Type | Tick |
| Volunteer tutor |  |
| Paid tutor |  |

Do you have a preference for teaching at one or more of our centres? Please tick one or more boxes. Note: some classes are held at other venues in the area.

|  |  |
| --- | --- |
| Centre | Tick |
| Eltham |  |
| Panton Hill |  |
| Diamond Creek |  |
| Any centre |  |
| More than one centre |  |

Is there anything else you would like to add?

|  |
| --- |
| Your answer: |
|  |

Have you attached a relevant and up to date CV?

|  |  |
| --- | --- |
| CV | Tick |
| Yes |  |
| No |  |

Do you have a Working with Children Check?

|  |  |
| --- | --- |
| WWC | Tick |
| Yes |  |
| No |  |