



# Byron Region Community College

*Vocational and Lifestyle Learning*

RTO ID:152095 NTIS:90013

## **NEW GENERAL COURSE PROPOSAL FORM**

### **PART ONE: COURSE INFORMATION**

Name of proposed course: \_\_\_\_\_

Tutors Name: \_\_\_\_\_

**Course learning outcome** (describe what will the participant learn from doing this course):

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**Course description:**

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## Course Details

Number of sessions	Preferred dates and times (at least two options of days & times)	Maximum number of students

**Methods used to teach this course** (lecture, interactive group activities, hands-on experience, brainstorming, small group discussion):

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**Resources needed for this course** (eg DVD, Data projector, wet area, flip chart etc):

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**Venue requirements** (eg kitchen facilities, large preparation tables, standard classroom):

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**Materials that the students will be required to bring with them:**

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**Cost of any additional materials required by students:**

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## Course outline by session

(learning focus for each session)

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6

### TUTOR DETAILS

Tutor's Name: \_\_\_\_\_

Tutor's phone numbers (business hours and after hours): \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

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

Experience in subject area: \_\_\_\_\_

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Relevant qualifications: \_\_\_\_\_

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Byron Region Community College

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Experience in teaching adults: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you taught with Byron College before (please circle):            YES            NO

**List two professional referees and their full contact details:**

First Referee	Second Referee

### **APPROVAL PROCESS FOR INCLUDING NEW COURSES**

- 1) Course proposals are reviewed by the General Course Review Team in relation to its relevance to the coming program
- 2) If the course is accepted for inclusion the Tutor is invited to attend an interview with the Program Coordinator
- 3) After the interview the Tutors Referees are contacted by the Coordinator for referees reports.
- 4) Once approved to teach, the Tutor is contacted to confirm Course Approval and to make arrangements for the delivery of the proposed course (venue location, dates, times, teaching resources required etc).

### **ABOUT BYRON REGION COMMUNITY COLLEGE**

Byron College is a not for profit, registered training organisation and member of Community Colleges NSW. The College receives a small operating grant from the Department of Education NSW and operates on a cost recovery basis. The College's mission is to contribute to Community Development through the provision of high quality, affordable vocational and lifestyle adult education.