

COURSE PROPOSAL FORM



Trainer Details		
Name		
Address		
Mobile		
Phone	(h)	(w)
Email		

Course Details	
Course title	
Course Category eg: Arts	
Sub-Category eg. Pottery	
Preferred day/evening	
Course duration – no of sessions	
Session Time eg 6.30pm to 8.30pm	
Preferred Venue	
Preferred maximum number of students	
Approx extra expenditure by students for materials, equipment etc	\$
Do you require photocopying for this course?	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note: if yes, originals must be at Narrabeen or emailed to Mairead O'Leary at least ONE WEEK before the start date of the course.)</i>
Number of photocopies required per student	

Summary Course Description for Website

Participants will need to bring the following items to the first session: If you require more space please attach a separate materials list

Are you offering this course anywhere else or intending to do so?

No Yes – please give details.

Name of other College/Provider: _____

Course outline

This should reflect the intended content for each session. This information is needed to add to the website description to give prospective students more detailed course information. **Your course proposal may not be accepted if this section is not completed.**

Session 1	
Session 2	
Session 3	
Session 4	
Session 5	

Session 6	
Session 7	
Session 8	

Please identify any criteria/skills/prerequisites needed for entry to this course.

Please include your CV/resume when submitting your application to outline your relevant skills and experience to deliver this course.

If accepted, I confirm that I am available to teach the course as per the details overleaf, subject to sufficient enrolments being received and as determined by the Program Co-ordinator

Signed _____

Dated _____