

## COURSE PROPOSAL FORM

TUTOR'S NAME:		
Telephone:	Home:	Mobile:
Email:		
Address:		
Post Code:		

1 Course Title and a Brief Description:

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2 Preferred Starting/Finishing Dates:

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3 Do you plan weekly/fortnightly/monthly sessions:

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4 If fortnight/monthly, indicate week and day e.g. 2<sup>nd</sup> or 4<sup>th</sup> Wednesday

5 Preferred day/s: ..... Number of Sessions: .....

6 Proposed Venue: .....

7 Preferred times: .....

8 No of Students: Maximum: ..... Minimum: .....

9 Student Pre-requisites: .....

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10 Equipment or Support requirements: .....

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11 Short Course Description for Newsletter/Curriculum:

(not more than 60 words)

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12 Briefly describe your experience/qualifications relevant to the course:

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13 Holidays: Would you be taking classes during school holidays (ongoing)?

Yes ..... No .....

NOTE: Tutors take holidays as it suits them and the class.

*Prior notice to those concerned is essential.*

*Prior booking of Venues is essential e.g. Those administered through the Encircle Organisation: 12 months required*

Signed:

Name:

Date:

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Office use only:

Course Coordinator: Comments.....

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Signature: .....

Date: .....

Venue Booking Officer: Comments .....

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Signature: .....

Date: .....

Centre Administrator: Comments .....

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Signature: .....

Date: .....

President/Committee Member: Comments

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Signature: .....

Date: .....