



Nepean Community College

Course Proposal Form



COURSE PROPOSAL <i>This form is to be used by all trainers to submit either:</i> <ul style="list-style-type: none"> A Proposal for a new course Session Outlines for existing course <i>Type answers in the spaces provided below. (*indicates compulsory field)</i>		
Your Full Name *	Your Address *	
Home Phone	Mobile Phone *	
Your Email *	Your Date of Birth * <i>(Please use DD/MM/YYYY)</i>	
WWCC Number	or WWCC Application Number	
Are you happy to have students contact you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, what is your preferred time for students to contact you? <i>eg: 9:00am to 5:00pm</i> TIME:	If Yes, what is your preferred contact number for students to use? PHONE:	
Your Qualifications <i>(Only include qualifications relevant to teaching this course)*100 words max</i> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>		
Your Experience <i>(Only include experience relevant to teaching this course)* 200 words max</i> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>		
Your Biography * <i>(This is your introduction to your students) 200 words max</i> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>		
Sessions Available	<input type="checkbox"/> Monday Morning <input type="checkbox"/> Monday Afternoon <input type="checkbox"/> Monday Evening <input type="checkbox"/> Tuesday Morning <input type="checkbox"/> Tuesday Afternoon <input type="checkbox"/> Tuesday Evening <input type="checkbox"/> Wednesday Morning <input type="checkbox"/> Wednesday Afternoon <input type="checkbox"/> Wednesday Evening	<input type="checkbox"/> Thursday Morning <input type="checkbox"/> Thursday Afternoon <input type="checkbox"/> Thursday Evening <input type="checkbox"/> Friday Morning <input type="checkbox"/> Friday Afternoon <input type="checkbox"/> Friday Evening <input type="checkbox"/> Saturday Workshop - All Day <input type="checkbox"/> Sunday Workshop - All Day



Course Title * 140 characters max		
Marketing Description * 200 words max		
Program Purpose * Describe how this will benefit the student if they successfully complete this course.		
Program Audience * Include any pre-requisites a student should have, eg: a student studying an advanced literacy course should have a good foundation in English reading and writing.		
Program Outcome * Describe what the student will be able to achieve at the completion of this course. 100 words max		
What category does your course fit? *2 choices max	<input type="checkbox"/> Arts and Crafts <input type="checkbox"/> Cookery <input type="checkbox"/> D.I.Y <input type="checkbox"/> Full Qualifications <input type="checkbox"/> Health	<input type="checkbox"/> English Language <input type="checkbox"/> Languages <input type="checkbox"/> IT and Digital <input type="checkbox"/> For Work <input type="checkbox"/> Reading & Writing
Accredited or Non-Accredited Course *		<input type="checkbox"/> VET Accredited Course <input type="checkbox"/> Non Accredited Course
VET Accredited Course - Qualification Code and Title		
VET Accredited Course – Unit/s of Competency	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
First Session Requirements for Students * What materials do the students need for their first lesson? eg: own DSLR camera and instruction manual	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	



Are there other materials students should purchase during this course? * <i>List all additional materials to be purchased by students to enable them to complete this course: eg: 12 pack watercolour pencils, ingredients, tack hammer.</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Materials List Estimated Cost *	\$
Are these materials required on the first day of the course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Delivery * <i>How would this course be best delivered to students?</i>	<input type="checkbox"/> Classroom based <input type="checkbox"/> Online <input type="checkbox"/> Outdoors <input type="checkbox"/> Blended delivery (classroom and online)
Type of room and equipment needed * <i>What teaching aids do you require to deliver this course? eg: whiteboard, projector. If you would like to include an online option in your teaching style, please include the digital requirements of students.</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

PLEASE NOTE: The following pages of this proposal are designed to accommodate a 10-week term. Use as many of these weeks as is necessary for your proposed course.

Please indicate the number of sessions your course involves.	
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IMPORTANT: You must break your course down into individual sessions and outline them in the fields as indicated. **Do not** enter all outcomes in one field.



Session 1 Topic - <i>What is the overall topic of this session?</i>		
Session 1 Content - <i>List the content that will be covered during this session.</i> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Session 1 Learning Outcome - <i>What will the student have achieved at the end of the first session?</i>		
Session 1 Assessment Activity <i>You may choose more than one method for this section.</i>	<input type="checkbox"/> Verbal Questions <input type="checkbox"/> Research <input type="checkbox"/> Observation <input type="checkbox"/> Written Questions	<input type="checkbox"/> Role Play <input type="checkbox"/> Portfolio <input type="checkbox"/> Other
If you chose Other , please describe how the student will demonstrate they have achieved the learning outcome.		
Session 2 Topic - <i>What is the overall topic of this session?</i>		
Session 1 Content - <i>List the content that will be covered during this session.</i> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Session 2 Learning Outcome - <i>What will the student have achieved at the end of this session?</i>		
Session 2 Assessment Activity <i>You may choose more than one method for this section.</i>	<input type="checkbox"/> Verbal Questions <input type="checkbox"/> Research <input type="checkbox"/> Observation <input type="checkbox"/> Written Questions	<input type="checkbox"/> Role Play <input type="checkbox"/> Portfolio <input type="checkbox"/> Other
If you chose Other , please describe how the student will demonstrate they have achieved the learning outcome.		



Session 3 Topic - What is the overall topic of this session?

Session 3 Content - List the content that will be covered during this session.

- ☐
- ☐
- ☐
- ☐

Session 3 Learning Outcome - What will the student have achieved at the end of this session?

Session 3 Assessment Activity

You may choose more than one method for this section.

- ☐ Verbal Questions
- ☐ Research
- ☐ Observation
- ☐ Written Questions

- ☐ Role Play
- ☐ Portfolio
- ☐ Other

If you chose **Other**, please describe how the student will demonstrate they have achieved the learning outcome.

Session 4 Topic - What is the overall topic of this session?

Session 4 Content - List the content that will be covered during this session.

- ☐
- ☐
- ☐
- ☐

Session 4 Learning Outcome - What will the student have achieved at the end of this session?

Session 4 Assessment Activity

You may choose more than one method for this section.

- ☐ Verbal Questions
- ☐ Research
- ☐ Observation
- ☐ Written Questions

- ☐ Role Play
- ☐ Portfolio
- ☐ Other

If you chose **Other**, please describe how the student will demonstrate they have achieved the learning outcome.



Session 5 Topic - What is the overall topic of this session?

Session 5 Content - List the content that will be covered during this session.

- ☐
- ☐
- ☐
- ☐

Session 5 Learning Outcome - What will the student have achieved at the end of this session?

Session 5 Assessment Activity

You may choose more than one method for this section.

- ☐ Verbal Questions
- ☐ Research
- ☐ Observation
- ☐ Written Questions

- ☐ Role Play
- ☐ Portfolio
- ☐ Other

If you chose **Other**, please describe how the student will demonstrate they have achieved the learning outcome.

Session 6 Topic - What is the overall topic of this session?

Session 6 Content - List the content that will be covered during this session.

- ☐
- ☐
- ☐
- ☐

Session 6 Learning Outcome - What will the student have achieved at the end of this session?

Session 6 Assessment Activity

You may choose more than one method for this section.

- ☐ Verbal Questions
- ☐ Research
- ☐ Observation
- ☐ Written Questions

- ☐ Role Play
- ☐ Portfolio
- ☐ Other

If you chose **Other**, please describe how the student will demonstrate they have achieved the learning outcome.



Session 7 Topic - What is the overall topic of this session?

Session 7 Content - List the content that will be covered during this session.

- ☐
- ☐
- ☐
- ☐

Session 7 Learning Outcome - What will the student have achieved at the end of this session?

Session 7 Assessment Activity

You may choose more than one method for this section.

- ☐ Verbal Questions
- ☐ Research
- ☐ Observation
- ☐ Written Questions

- ☐ Role Play
- ☐ Portfolio
- ☐ Other

If you chose **Other**, please describe how the student will demonstrate they have achieved the learning outcome.

Session 8 Topic - What is the overall topic of this session?

Session 8 Content - List the content that will be covered during this session.

- ☐
- ☐
- ☐
- ☐

Session 8 Learning Outcome - What will the student have achieved at the end of this session?

Session 8 Assessment Activity

You may choose more than one method for this section.

- ☐ Verbal Questions
- ☐ Research
- ☐ Observation
- ☐ Written Questions

- ☐ Role Play
- ☐ Portfolio
- ☐ Other

If you chose **Other**, please describe how the student will demonstrate they have achieved the learning outcome.



Session 9 Topic - <i>What is the overall topic of this session?</i>		
Session 9 Content - <i>List the content that will be covered during this session.</i> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Session 9 Learning Outcome - <i>What will the student have achieved at the end of this session?</i>		
Session 9 Assessment Activity <i>You may choose more than one method for this section.</i>	<input type="checkbox"/> Verbal Questions <input type="checkbox"/> Research <input type="checkbox"/> Observation <input type="checkbox"/> Written Questions	<input type="checkbox"/> Role Play <input type="checkbox"/> Portfolio <input type="checkbox"/> Other
If you chose Other , please describe how the student will demonstrate they have achieved the learning outcome.		
Session 10 Topic - <i>What is the overall topic of this session?</i>		
Session 10 Content - <i>List the content that will be covered during this session.</i> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Session 10 Learning Outcome - <i>What will the student have achieved at the end of this session?</i>		
Session 10 Assessment Activity <i>You may choose more than one method for this section.</i>	<input type="checkbox"/> Verbal Questions <input type="checkbox"/> Research <input type="checkbox"/> Observation <input type="checkbox"/> Written Questions	<input type="checkbox"/> Role Play <input type="checkbox"/> Portfolio <input type="checkbox"/> Other
If you chose Other , please describe how the student will demonstrate they have achieved the learning outcome.		



Do you agree to submit any handouts or other training resources to Nepean Community College prior to course commencement? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I would like to discuss this with Administration before I commit.
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*Email completed course proposal to **reception@ncc.nsw.edu.au** or deliver to Jade or Sarah at Shop 115B Westfields Penrith during business hours.*