



Information for prospective WEA Tutors

About the WEA

The Worker's Education Association (WEA) of South Australia started after a public meeting in Adelaide in 1913 and was founded on a belief in second chance education and the concept of lifelong learning.

WEA is now Australia's largest non-government adult community learning organisation and operates as an innovative, flexible provider of moderately priced adult learning programs to the public of South Australia.

The WEA provides around 1,500 courses annually with around 25,000 enrolments. Courses are conducted at the WEA Centre located at 223 Angas Street in Adelaide and over 40 locations in the inner and outer metropolitan areas.

Tutor Application Process

Applications received will be acknowledged by email or post on receipt. All WEA tutor applications (refer page 2) are carefully reviewed and assessed against WEA's requirements in the subject areas stated and, based on merit, applications may lead to an interview with the relevant Course Coordinator. This process, however, may take up to two months due to the large number of applications received and the course planning and scheduling cycle.

An offer of employment will be negotiated with the applicant during the interview. Tutors are employed on a contract basis at an hourly rate of \$39 for the hours of teaching delivered. Please note that WEA courses are generally short and introductory with no tests or assessments. The duration of any course is negotiated through the Course Coordinator with the most common formats being 1 day x 6 hours; 6 sessions x 2 hours or 1 x 3 hours.

While no previous tutoring experience is required, the WEA seeks tutors with expert knowledge of the subject area, good communication skills and an enthusiasm to tutor and share knowledge with adults.

To apply to become a tutor with the WEA, please complete all sections on the following page together with the Declaration Form on page 3 and return your fully completed Application Form to the WEA by:

email: adminusers@wea-sa.com.au

post: WEA, Box 7055, Hutt Street PO, Adelaide SA 5000

or deliver to: WEA Centre, 223 Angas Street, Adelaide SA 5000

Tutor Application

Personal Details:

Mr Mrs Ms Miss Dr Last Name:

First name:..... Date of birth:

Address:.....

Suburb Postcode:.....

Telephone (Mobile): (Home):..... (Work)

Email*:.....

*this is our preferred method of communication

Proposed Course/s you wish to tutor:

-
-
-
-
-

Please indicate the class times most suitable: Weekdays Weeknights Weekends

Qualifications:

Have you experience in tutoring adults? Yes No

Relevant qualifications:.....

Relevant skills/knowledge/experience:

.....

Current Employment? Yes No Current Employer:

Date submitted:.....

To be completed by WEA Course Coordinator Date received:.....

DECLARATION ON APPLICATION FOR EMPLOYMENT AS A WEA TUTOR

I, (PRINT NAME IN FULL)

of (ADDRESS)

do declare as follows:

1. I am an applicant for the position of Tutor within the WEA.
2. I acknowledge that, if my application for employment in the WEA is successful and I am employed I may, during the course of that employment, gain access to students' personal information. Detailed provisions regarding disclosure of confidential information are contained within the WEA Ethics Policy. I understand that I may not reveal any personal details of a student, including the contact details to any person outside of the WEA and its staff members. I understand that I must not disclose or make use of that confidential information, during or after that employment, except in the proper course of my duties. In particular, I undertake not to use any confidential information gained by virtue of any WEA employment, with the intent of securing a benefit for myself, any person, company or any future employer.
3. I understand that, if my application for employment in the WEA is successful and I am employed as a tutor, the offer of employment to me will be expressly on the basis that the information that I have provided in relation to my application for employment is true and correct in every detail. I understand that any incorrect statement in my application or interview for employment on any matter relevant to my employment in the WEA, including (but not restricted to) my qualifications, experience, ability, physical or mental health or personal integrity, may make me liable to disciplinary action which may include cancellation of my contract(s).
4. To the best of my knowledge all information contained in my application provided in support of my application and disclosed in response to the following questions is true and correct in every respect (please tick appropriate box).
 - a) **Do you currently have any disability or medical condition, which might prevent or impede you from being able to satisfactorily perform any duties that might be required of you in the position for which you have applied, especially in exercising your duty of care toward students of the WEA?**

YES NO

If yes, please provide details (please include details of any assistance/adjustments that would allow you to carry out the functions of the position):

.....

Please note: If you have any disability or medical condition, which might require the provision of non-standard measures to either provide you with a safe system of work, or to enable you to satisfactorily perform your duties, you should tell us. This information is necessary to enable us to provide a safe system of work to you in the event that you are offered employment, and to enable us to provide appropriate assistance. The provision of any such information will not be used to discriminate against you because of the existence of any such disability or medical condition.

- b) **Have you ever had any recorded convictions?**

YES NO

If yes, please provide details:

.....

- c) **Have you ever been convicted of an offence?**

YES NO

If yes, please provide details:

.....

- d) **Have you ever been charged with, found guilty of, an offence but discharged without conviction?**

YES NO

If yes, please provide details

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.....

- e) **Are you subject of any criminal charge still pending before the court?**

YES NO

If yes, please provide details:

.....

I declare that the information in this declaration and in any other documents completed by me in support of my application for employment at the WEA, and the information provided by me during any interviews in connection with my application for employment as a tutor of the WEA, is true and correct in every detail. I also understand that any offer of employment to me at the WEA will be expressly on the basis that the information that I have provided in relation to my application for employment is true and correct in every detail. I understand that any incorrect statement in connection with my application for employment in the WEA may lead to a rejection of my application for employment, or, in the event that I am offered employment at the WEA, make me liable to disciplinary action, which may include cancellation of my contract(s).

I also understand that all necessary information regarding tutoring for the WEA is contained within the **WEA Tutor Guide**. Should my application for employment be successful, I undertake to read the **WEA Tutor Guide** and familiarise myself with its contents. In particular, I agree to read and abide by the WEA Child Safe Environment Policy.

.....
SIGNATURE
DATE