

CAMDEN HAVEN COMMUNITY COLLEGE INC

PO Box 301 Laurieton NSW 2443

Phone: (02) 6559 6699

Email: life@chace.org.au



COURSE PROPOSAL FORM

Date:

YOUR DETAILS

Name:

Address:

Phone: (Home)

(Mobile)

(Work)

Email:

QUALIFICATIONS AND SKILLS RELATING TO THE COURSE

Academic:

Professional/
Industrial:

Expertise/
Life Skills:

Have you worked with Adult learners before?

Yes

No

PARTICULARS REGARDING THE COURSE

Subject/Course:

Max No. of Students:

No.of Classes:

Per:

Preferred Time:

Preferred day:

Special Facility/Venue Requirements (e.g., wood/carpet floor):

Will you require any of the following?

TV/Video:

Yes

No

Whiteboard:

Yes

No

Other:

MATERIALS

What will be required by your students for the course:

If students are required to purchase materials, please provide a material sheet for the course.

If supplying materials, please estimate cost per student:

COURSE OUTLINE

Please give us some idea of the outline of the course that you would like to offer. We suggest the basis of a 6-week course on a consecutive day for 2 hours per class. However, this is a suggestion only and may be varied.

Week one:

Week two:

Week three:

Week four:

Week five:

Week six:

ADVERTISEMENT BLURB

Please provide a brief description of your course (3-4 lines) that we can use for advertisement in our flyers, social media and on our website. If you wish, you may also write and attach an extended/detailed course blurb for our website, as each course has its own landing page with room to move!

Please return this form promptly either to the office or by email: life@chace.org.au

Signature: _____

Date: _____