

Hosting a Tutor Training Program in your school

Hosting a Tutor Training Program is about collaborating with DECD to coordinate the running of a successful Tutor Training Program in your school. The 10% of program revenue you receive covers the use of your facilities, the provision of a number of services and your time in working with us to promote and fill your program. Using both yours and our networks this is usually a simple task and, of course, there is no cost or penalty to your school if the program does not proceed for any reason.

What will you be hosting?

Unlocking the World is a suite of professional development programs for classroom teachers developed by the Department for Education and Child Development (DECD) in Adelaide, Australia. DECD is the South Australian Government's provider of public schooling and children's services.

Stringent DECD curriculum development processes and comprehensive trialling are your guarantee that when you host an Unlocking the World program you and your school will be presenting a quality professional development program of world-class standard.

How Unlocking the World works

All Unlocking the World programs consist of two interlinked components:

- **Tutor Training Program**
The train-the-trainer component which provides you with a resident school-based Tutor trained by our quality Consultant.

- **Teacher Development Course**
Professional development for your classroom teachers, delivered by your resident Tutor.

Why become a host?

As a host school you will benefit in the following ways:

- Tutor training occurs in your own school, giving you control over when and where you receive training. Your school's prospective Tutor/s will save on travel and accommodation costs.
- Your school will receive a 10% commission of gross program revenue.
- Your school will add to its credentials as an institution that values the professional development of not only their own teachers but the profession in general.

What does a host do?

The DECD team and our Tutor Training Consultant will support you at all times to be a successful host.

Promote your course

Your intimate knowledge of your professional network of schools and colleagues will be a key factor in our success in recruiting participants for your chosen program. It is normally relatively easy to recruit the minimum of 10 participants.

As the host, you work in partnership with DECD and our Consultant to fill program places and support participants through the enrolment process.

Provide services

To support teachers during the program, as a host you will be responsible for providing:

- welcoming and functional training facilities that contribute to a successful adult learning environment
- lunch, morning and afternoon tea on each day of the program
- information on accommodation, local restaurants and things to do and see in your city and surrounds.

Our feedback shows that your hosting responsibilities, coupled with our Consultant's quality delivery of the program, ensure a highly regarded and enjoyable professional development experience for participants.

What does DECD do?

DECD works with you and your staff from your initial interest through to the delivery of your program. Further, we are there to support your resident Tutor once the program is completed.

Share the enrolment fees

DECD recognises the vital and important role our hosts play in the success of the program delivery. As a significant partner, your school receives a commission of 10% of the total enrolment fees collected. This commission is in recognition of the services you will provide—quality facilities, lunch, refreshments and other support services.

Hosting a Tutor Training Program in your school

Based on the 2011 enrolment fee of A\$4375 per participant, this can benefit your school with funds of between A\$4375 to A\$8750 depending upon how many participants enrol in your program. The minimum is 10 and the maximum 20 participants.

Provide support and resources

To support teachers during the program, DECD will be responsible for:

- providing a highly qualified and experienced Tutor Training Consultant to conduct the Tutor program in your school as part of the enrolment fee. Our Consultant will become your school's 'mentor' prior to and after the delivery of your program
- supplying all required Tutor Training Program materials
- supporting you and your staff in finding participants
- collecting all program fees directly from teachers and keeping you informed of enrolment numbers and details
- contacting each registrant two months prior to your program delivery to confirm or cancel the program (based on our agreed minimum numbers)
- licensing successful Tutor program graduates to deliver the Teacher Development Course
- supplying the manuals for the Teacher Development Course to licensed Tutors only. This quality assurance measure ensures that only trained and fully licensed Tutors can deliver the Teacher Development Course
- providing licensed Tutors with after-graduation support. This is an especially valuable free service for Tutors delivering the Teacher Development Course for the first time
- facilitating Tutor networking through our website—again a useful resource for first time Teacher Development Course delivery and for maintaining professional standards and links.

How do you become a host?

If you decide to become a host the process is as follows:

1. Contact DECD at admin@unlockingtheworld.com to arrange for one of our Tutor Training Consultants to get in touch with you to discuss your training needs and a suitable date for your program.
2. Once these decisions are made we send you a 'Letter of Agreement'.
3. When DECD receives the executed 'Letter of Agreement' your program is posted on our website and our Consultant will support you to fill your program and ensure that all appropriate preparations are made.
4. Approximately two months before your program date, you, DECD and our Consultant collaboratively decide whether your program will proceed, based on enrolment numbers.
5. On agreement to proceed, DECD confirms final numbers and forwards the appropriate training materials to you.

What if you do not get enough enrolments?

This does occasionally happen. However, DECD and our Consultant will work with you diligently to ensure the likelihood of achieving our agreed minimum numbers.

However, if we collaboratively decide to cancel the program, DECD will personally inform all prospective participants of this decision and direct them to where they may join another program.

There is no risk to you or your school's reputation—we do not proceed without your agreement and there are no costs involved if the program does not go ahead.

Unlocking the World professional development programs

- **Teaching ESL students in mainstream classrooms: Language in learning across the curriculum**
Understanding the role of language in learning (for teachers working with students aged 8–18 years)
- **ESL in the mainstream for the early learner**
Critical role of adults in scaffolding children's learning (for teachers working with children aged 4–7 years)
- **How language works: Success in literacy and learning**
A course that shows teachers how to work with students to use knowledge *about* language to become confident users *of* language across the curriculum
- **Gifted education and higher order thinking: Improving learning outcomes for every student**
Understanding and meeting the needs of gifted students
Incorporating for all students in everyday classrooms the teaching of higher order thinking and learning skills
- **Inclusive education: Teaching students with learning difficulties and disabilities in mainstream classrooms**
Knowledge and skills to develop an understanding of inclusive education practices for students with learning difficulties and disabilities

You will find details of these programs at www.unlockingtheworld.com.

For more information:

ECD Publishing

Education Development Centre
Level 2, Milner Street, Hindmarsh
South Australia 5007

Email: admin@unlockingtheworld.com