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| TITLE OF COURSE | |
| TUTOR NAME & CONTACT DETAILS | |
| DESCRIPTION (For program & website advertising roughly 250 words). | |
| LOCATION (Please include address for offsite location or state WEA Illawarra – preferred room.) | |
| DAY/S & TIMES (Preferred dates/day of week & time to run course) | |
| DURATION (No. of weeks the course will run) | |
| STUDENT NUMBERS (maximum number of students) | |
| MATERIALS REQUIRED (What will students need to bring along to your course, or specific clothing – this will be added to the website.) | |
| RESOURCES/EQUIPMENT REQUIRED (What do you as a tutor require from WEA to help facilitate your course e.g. Data projector? CD player?, Food costs?, Craft supplies, Text books or resources for students (printed or emailed), Other?) | |
| LEARNING OBJECTIVES FOR WHOLE COURSE (What will students achieve in this course?) | |
| WEEK 1 (If more than 1 week provide details for each week) | |
| WEEK 2 | |
| WEEK 3 | |
| WEEK 4 | |
| WEEK 5 | |
| WEEK 6 | |
| WEEK 7 | |
| WEEK 8 | |

***Please attach all students resources to this email and state whether they are to be emailed or printed.**