

These guidelines have been prepared to ensure that professional learning courses conducted by PETAA are organised and presented professionally, and that participating is a worthwhile and enjoyable experience for all involved.

OVERVIEW

Role of the host

The host ensures that the course runs smoothly and on schedule. This will involve liaising with PETAA staff prior to the course and then on the day, liaising with the presenter to ensure the participant's needs are met.

Course hosts need to be professional, friendly and flexible.

Responsibilities of the course host

The main responsibilities of the host are:

- checking the room set-up and preparing the registration table prior to the arrival of participants (see "On the Day" for further detail)
- welcoming participants and inviting them to sign-in on the sheets provided
- making tea, coffee and water available for participants throughout the course
- keeping the course on time and ensuring catering runs smoothly
- assisting the presenter if required
- distributing and collecting evaluation forms at the course conclusion.

BEFORE THE COURSE

Liaising with PETAA

The PL Coordinator is your main contact for queries and comments. At times when the coordinator is not available, staff in the PETAA office will be able to assist you.

You will be provided with the following:

- a sign-in sheet for participants
- participant handouts prepared by presenter
- marketing materials to be placed on the sign-in table, eg. display books, order forms
- evaluation forms
- self-addressed PETAA envelopes for return of evaluation forms.

Registration payments

Participants are generally required to register and pay in advance, but sometimes participants arrive on the day of the course and are able to participate if there are spaces available. We do not accept payment for registration on the day; PETAA will make contact after the course to arrange this. The host should note the name, school and phone number of these people on the sign in sheet.

If books and other materials are for sale on the day, participants should fill out the relevant order forms and include payment in the form of credit card details, cheque or money order for the host to send back to PETAA. No cash is to be accepted as payment.

Contact

PL Coordinator:

Ph: 02 8020 3900

Fax: 02 8020 3933

e: pl@petaa.edu.au

w: www.petaa.edu.au

****PLEASE SEE REVERSE FOR A CHECKLIST OF DUTIES FOR THE PRESENTATION DAY****

ON THE DAY: CHECKLIST

Prior to start

- Ensure course location is well-signed for participants coming from street or onsite parking
- Check room set-up – ensure set-up meets OHS standards:

Is health, safety and emergency information clearly posted?

Are fire doors closed but not locked?

Are fire extinguishers easily accessible and are they well maintained?
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Are cords and cables secured and unlikely to cause a trip hazard?

Are the floors and aisles clear of rubbish, materials and equipment?
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Are power boards being used as designed and not overloaded?

Is glare and reflection controlled to acceptable levels?
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- Test equipment, incl. data projector, computers and internet connection
- Ensure the facilities (toilets, kitchen, etc) are clearly signed and clean
- Set-up registration table at the front of the room, from here please welcome participants, ask them to sign in and distribute course handouts. Also set up tables and chairs for participants.
- Set-up refreshments table and ensure provision of tea, coffee and water
- Liaise with presenter to find out any specific details they would like included in your introduction.

Starting the course – introduction

Please use the Welcome to

Country/Introduction document as a guide

- Welcome participants and outline the format for the day (break times etc.). Cover housekeeping and evacuation procedures and ask participants to report any issues to you
- Introduce presenter.

During the course

- Act as timekeeper for presenter
- Supervise the caterer to ensure food arrives and is set up on time. The catering will have been organised and scheduled by PETAA prior to the event
- Assist presenter if required
- Assist participants as needed.

At the end of the course

- Thank presenter and participants
- Distribute and collect evaluation forms
- Assist presenter with pack-up

The day after the course

- Send participants' evaluation forms, display copies and sign-in sheet to PETAA

Receiving and returning materials

All materials for the course will be sent to an address nominated by the host. Materials to be returned will be at PETAA's cost.

We appreciate any feedback from hosts in regards to how the course runs, the presenter or caterer and welcome any suggestions that might improve future delivery of courses in the local area.