

Teaching at WEA Sydney – FAQ

- **Why should I teach at WEA Sydney?** You can design your own courses in a community of professional educators who are passionate about delivering quality educational experiences to an adult student body who are inquisitive and appreciative. You will be able to share your deep knowledge in your area(s) of expertise through your skilful teaching to promote lifelong learning.
- **What is WEA Sydney?** The Workers' Educational Association of Sydney is an adult educational institution. It has been in continuous operation since 1913. It is an independent, not-for-profit organisation which is not supported by government funding. Its mission is to provide accessible and affordable learning opportunities in a wide range of topics. We are an adult *community education* provider.
- **Who are your students?** We cater for all adults who are interested in broadening their education. We are an inclusive and welcoming diverse educational opportunity provider.
- **What types of courses does WEA Sydney offer?** We offer a large range of courses including: Art Appreciation and Practical Art; History (Ancient, World and Australian); Hobbies and Leisure; Languages (Beginners, Intermediate, Advanced and Special Interest courses); Literature and Writing; Music Appreciation and Practical Music; Philosophy and Religion; Politics and Society; Science and Mathematics, Travel and Culture and courses in Vocational Education and Training (VET). See our website for the types of courses that we offer: weasydney.com.au/courses
- **What teaching facilities do you have?** We have classrooms in WEA House at 72 Bathurst Street in Sydney. Each classroom has an interactive smartboard in rooms with either lecture-style seating or with tables and chairs. Alternatively, you can teach remotely via MS Teams or you can teach in Hybrid mode (physically in at WEA House with an in-class audience and concurrently on MS Teams). We particularly encourage hybrid teaching.
- **Does WEA Sydney tell me what to teach?** No, you are free to design your own courses. We will request you to submit proposals and each proposal is reviewed. We look for such factors as: is there another similar course being offered; has the course run recently; will the topic be popular with our students; is the level and mode of delivery appropriate to your skill level and the proposed student level; have you aligned content with outcomes; and does it avoid bias and un-inclusive agendas. We reserve the right to choose to include or omit proposals from our programs.
- **Is there a minimum or maximum number of classes that I must teach?** Generally, our tutors offer a small selection of classes each term but you are not required to teach every term nor is there a minimum number. You can offer just one if you would like. While some language teachers can offer up to half a dozen classes, most tutors offer between 1 and 5 classes.
- **How many students are there in a class?** Classes start at 6 enrolments and go up to approximately 45 in face-to-face classes. You can, where necessary, nominate maximum numbers depending on room size and mode of delivery such as for practical art and music.
- **Does WEA Sydney provide teaching materials?** No, you provide your own teaching materials as suits your teaching style and the requirements of your classes. If you require photocopying for your class we will do that for you. If you require your students to have a textbook, they would purchase that for themselves. If you require textbooks or other materials, you would provide that for yourself.
- **What teaching materials should I provide?** That depends on the class. Many teachers use Power Points and many provide handouts to their students. Beginners' 1 Languages generally refer to a textbook; some craft/art/hobbies teachers provide the materials for the lesson (added into the student fee). In longer classes and courses, students generally expect some support materials.
- **How long should my course be?** That is up to you. Most language courses run for two hours per week for nine weeks. Some humanities course run for one hour or two hours only, or they may run for two hours

across several weeks. You need to determine the appropriate length based on the content and the capacity of your students to absorb the teaching topics.

- **What do you pay tutors?** In 2025 the rate of pay for all of our tutors is \$66 per hour.
- **How do you pay tutors and how often?** Tutors are paid fortnightly by direct funds transfer into your nominated account.
- **Do I get paid if my class is cancelled?** No, you are only paid for the classes that you teach.
- **Am I paid for preparation time?** No, only for teaching time. However, there is generally no marking, no assessments and few meetings.
- **What is my status?** Your status is a casual tutor. You may also be employed as a contractor if you have the appropriate information such as an ABN. We do not offer full-time employment nor do we offer permanent part-time employment.
- **What qualification do I need?** It is important that you have extensive teaching experience, preferably in the field of adult education. It is preferable that you have a suitable qualification such as a PhD, Master's Degree or Bachelor's Degree along with teaching experience in your proposed topic areas.
- **What documentation do I need to provide?** You will need to provide: 1) the tutor application form (found on our website); 2) evidence of your right to work in Australia (for Australian citizens that is a passport, birth certificate or Certificate of Citizenship; for visa holders that is a copy of your visa documentation and your passport); 3) a copy of your resume; 4) a signed contract for the year; 5) two reference checks completed by two current or recent employers.
- **How does it all work?** Currently, we call for proposals about two months before a term is due to start. You complete a course proposal form and submit it. We review it and let you know if the course can run or not. Five weeks before the term our website goes live for enrolments. If your class receives enough enrolments to make it viable then it goes ahead. If not, then the class is cancelled one week prior to commencement.
- **What support do I receive?** You are supported by your faculty manager and technical support personnel who will assist you with advice and technical support. We have a Tutor's Handbook which is a comprehensive guide to teaching at WEA Sydney and includes a number of policies to support you as a teacher and as a casual employee. You will have access to a tutors' portal on the website and access to your timetable and rolls.
- **How do I apply?** Go to: <https://www.weasydney.com.au/teach>