## APPENDIX 4

### STAFFING PROFILE

**Qualifications/Experience/Conditions of Service**

(to be completed by member institutions *in electronic form* and sent with advance documentation)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COURSE STAFF****INITIALS ONLY****DESIGNATION:****DOS/COURSE****DIRECTOR/****TUTOR** | **QUALIFICATIONS** | **LENGTH OF****ELT****EXPERIENCE** | **LENGTH OF****EAP****EXPERIENCE** | **NUMBER OF****PREVIOUS UK** **PRE-SESSIONAL COURSES** | **PART-TIME/FULL-TIME** | **LENGTH OF****SERVICE WITH****ORGANISATION** | **DATE OF****EMPLOYMENT** | **LENGTH OF****CONTRACT** | **NUMBER OF****TEACHING /****CONTACT****HOURS PER****WEEK** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |  |