## 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 |  |  |  |  |  |  |  |  |  |