

Read Write Now

What happens after your interview?

Thank you for taking the time to attend an interview to become a Read Write Now volunteer tutor. As our tutor and student numbers in Western Australia in any one year total more than 600, I'm sure you will understand that there is a process we need to follow.

Once tutor interviews have taken place, your name is added to the **Tutor Training** waitlist. As the Program doesn't always have the capacity to train everyone who applies, priority is given to applicants who live in regions with greatest immediate need, which have waiting lists of students. Student waiting lists can be quite unpredictable and supplying tutors where needed is, to some degree, a balancing act.

For **Perth metropolitan area courses**, if we are able to offer you a place on our next training course, then one or two weeks prior to the commencement date, you will receive an email inviting you to register. After you register, you will be sent login details for Blackboard, the North Metro TAFE online Learning Management System. You can then commence reading, submit your first written task and attend the first day of face-to-face training at Leederville.

If we are unable to offer you a position, you will be notified by email before the next training date. If this is the case, we hope you understand that the organisation is run by a very small staff, and we are unable to train and support every one of the many generous people who volunteer their time. As an alternative, Volunteering WA has hundreds of positions available and welcomes all enquiries.

For **country tutors**, you will be notified of local training course arrangements by your Coordinator.

In the meantime, we have put together an information pack to provide you with necessary 'official' information, but also for you to be sure that Read Write Now (RWN) is the right organisation for you.

Because our students have mostly experienced a sense of failure with literacy, we must ensure that we do our best to set them up to succeed this time. Hence, for a volunteer organisation, we ask a lot of our tutors and have big expectations about the responsibilities that go with becoming a tutor. On the other hand, the job satisfaction more than pays off, if the role suits you and the Program's requests seem reasonable.

We have included information on:

- The RWN Tutor Training Course
- Ongoing professional development
- 'Perks' of the Job
- Your role as a volunteer tutor
- Where tutoring resources are stored in your area
- Your local Coordinator's contact details

The following additional documents can be viewed on our website www.read-write-now.org
If you would prefer a hard copy of the documents, please request a copy from Central Office.

- Read Write Now Abridged Policy
- Occupational Health & Safety
- Grievance Policy

Just to lighten up the reading, and re-inspire your passion, we have also included one of the Program's magazines, along with an inspiring student story!

If, on reflection, you decide that Read Write Now is *not* the organisation that you would like to volunteer with, or your circumstances change, could you please advise Central Office as soon as possible, either by phone or email.

In alternate years, an independent telephone survey of students is undertaken, to ensure that the Program is meeting the needs of students. In the intervening year, we undertake a survey of tutors to help us build an understanding of our volunteer profile, and to ensure that volunteering with RWN is a rewarding experience. This forms part of our reporting requirement and we request that tutors take the time to complete surveys for us.

We thank you so much for your valuable time, and for your interest in the Read Write Now organisation.

Central Office Staff
Read Write Now

Phone: **1800 018 802**

Email: **readwritenow@nmtafe.wa.edu.au**

The Tutor Training Course

The Tutor Training course in the Perth area is delivered with approximately half the content being online reading, and the other half - the more practical training - via at two full days of face-to-face training, usually on Saturdays, a couple of weeks apart.

In country regions, the training is planned according to the needs of local people. The training course covers some theory, but mainly covers practical ideas and hands-on activities that are effective for adult students.

Tutors in training are required to complete assignments, prior to being matched with a student. This is so we can be sure you are on the right track and can begin your role with confidence and inspiration.

Ongoing Professional Development

During training you will learn many strategies and activities that will help set up your student for success.

We also realise that tutors will need ongoing support and training in order to cater for the many individual difficulties that a student may have. In order to provide this ongoing help, Read Write Now offers free specialised workshops. Not only do you meet other wonderful volunteer tutors and Coordinators, you learn from amazing experts as they present interesting and interactive information from their particular fields.

Read Write Now regions also hold occasional tutor meetings, which are informal get-togethers with the local Coordinators and other tutors in the region. These meetings are incredibly valuable, and will give you the opportunity to learn from each other, discuss any issues you may be having with your tutoring, check out the latest tutoring resources, as well as catching up on any changes in the program.

In order to be able to continue tutoring, tutors must regularly attend some form of **Professional Development** as well as attending Tutor Meetings whenever possible. Keeping up with the latest strategies, resources and information is necessary to make sure our students succeed in their literacy journey.

No Pay, No Perks!

Becoming a tutor is a 'no pay' job but it is definitely not a 'no perks' job. You will receive professional training, have the support of your Coordinator and the Central Office team, and have access to resources. You will have the opportunity to gain as much knowledge as you want, and develop both professional and personal skills. You will be part of a diverse group of volunteers – and volunteers are the BEST people! However, the real 'perks' come from the students themselves – being part of their new-found success is one of life's most heart-warming experiences.

Your role as a Volunteer Tutor

As you undergo Tutor Training, you will learn how vitally important it is for adult literacy students to succeed, in their progress towards improving their literacy. In order for you to help them achieve their goal, it is vital that you:

- complete the training program as provided by Read Write Now;
- treat student information as **highly confidential**;
- once matched with a student, make **prompt contact** and meet each week for approx. 1½ hours to work towards the student's goals;
- adequately prepare weekly tutoring lessons for the student, built around their needs and interests;
- with the student, set their goals and **update progress twice per year** (online);
- **keep your Coordinator up-to-date** with student progress or any changes in circumstance, via email or phone; and
- further develop tutoring skills at sessions provided at the Tutor Conferences, Saturday Skills Workshops and local tutor meetings.

Tutor Job Description

- Complete the initial training course prior to being matched;
- commit adequate time to developing lessons for your student;
 - meet with your student weekly for 1-2 hours of tutoring;
 - fulfil the reporting requirements of the Program;
 - attend ongoing professional development; and
 - uphold the policies of the Program.

