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## SECTION 5 – Training

### ***1. Training available from Read Write Now!***

All volunteer tutors are required to undergo training before working within the Program to ensure our students get the best possible service. **Tutors must have completed at least Year 10 level themselves, or have gained equivalent literacy skills in life, to be accepted into training and must have good reading, writing and spelling skills.**

The training consists of the nationally accredited course described below:

#### ***Course in Tutoring an Individual Adult in Literacy and Numeracy***

The Course comprises a single module which includes:

1. 24 hour Basic Training course (*see details on page 2*)
2. 2 hour Specialist Workshop on topics such as:
  - Spelling
  - Right brain learning techniques
  - Numeracy
  - English as a Second Language
  - Students with an Intellectual Disability.
3. 4 hours of Written Assignments including lesson evaluations
4. 18 hours (over a 12 week period) Practicum Teaching working as a volunteer tutor with a student

**TOTAL 48 HOURS**

Once the initial training has been completed and the tutor has gained some experience, we encourage both Coordinators and tutors to keep up-to-date with additional training, eg:

- Training for Coordinators and special workshops
- Annual conference
- Professional development workshops at Tutors' Conference
- Tutor meetings in regions often with guest speakers or new workshops

## **2. Components of the 24 Hour Basic Training Course**

This core course is usually spread over four consecutive Saturdays and runs from 9.30am – 4.00pm. When there is sufficient demand we also run midweek courses. In country regions, the course is offered on Saturday and Sunday and is generally offered twice a year to make up the 4 days.

The course can at first seem daunting to prospective tutors who have not undertaken formal studies before. Please re-assure them that this is taken into account and that the sessions include plenty of hands-on practical activities.

Be sure to let prospective tutors know that they will be asked to do some homework throughout the course.

### Day One

- Background information on *RWN!* including Policy details, responsibilities of the tutor
- How we learn to read
- How to get started with a ‘beginning’ adult reader
- Activities, activities and more activities to put some fun into reading and improve comprehension.

### Day Two

Simplifying text – rewritten by the tutor, repetitive sentence readers, making reading painless activities

- Writing for different purposes eg letters, job applications, creative writing.
- Spelling strategies

### Day Three

- Steps to Better Reading – effective reading habits
- The essential components of a good adult literacy lesson
- How to develop lesson plans for your student

### Day Four

- Working with CaLD students
- A taste of numeracy
- Revision
- Sourcing resources for lessons, including the internet

### **3. Partial Exemption from the Course**

#### ***Recognition of Prior Learning/ Recognition of Current Competencies Course in Tutoring an Individual Adult in Literacy and Numeracy***

Whilst Read Write Now! encourages tutors to attend the full training course so that they can enjoy the shared learning and friendly discussions, meet with people in their regional group and be inspired by other tutors, we do recognise that some people will be entitled to gain exemptions from parts of the training course.

Read Write Now! differs from some other volunteering groups in that it is compulsory for people to be trained before they begin tutoring. The reason for this is that most adults who approach our program for help have experienced a sense of failure in previous endeavours to learn to read and write and often have a fear of failing again.

Read Write Now! with one-to-one tutoring is probably the least intimidating step they can take. If they feel a sense of failure in our hands because tutors are inadequately trained, they might never attempt to improve their literacy again. We trust that prospective tutors will understand why we have set this compulsory training requirement.

Under the training registration requirements by which we are bound in delivering an accredited course, to gain RPL or RCC, potential tutors are required to:

- Hold qualifications in primary teaching, secondary teaching specialising in English or Maths, ESL qualifications or Adult Literacy
- Have at least 2 years experience of teaching literacy to adults.
- Send in a resume outlining relevant qualifications and experience;
- Send in a 12-week program of work for a real student who you have worked with that addresses the strategies covered in the training course, and
- Complete a self-assessment of how you developed as a tutor over that 12-week period.

We ask that all new tutors attend at least Day 1 of the training course.

If the tutor requests exemption from the training during their interview that they have relevant qualifications and experience, please advise Central Office to send them information on the exemption process.