



### **What happens next?**

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 W.A. in any one year total around 1300, I'm sure you will understand that we have a process we need to follow.

Once tutor interviews have taken place, all applications are sent to the Central Office in Perth. 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 and 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 courses, if we are able to offer you a place on our next training course, you will receive an email inviting you to book on-line. You will receive this email approximately one month before the training course. Course dates are announced on the Read Write Now website as soon as they are confirmed [www.read-write-now.org](http://www.read-write-now.org)

If we are unable to offer you a position, you will also be notified by email a month before the 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 over 700 positions available and welcomes all enquiries.

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

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 an awful lot of 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 to you.

Included in this pack is information on:

- The RWN Tutor Training Course
- Ongoing professional development.
- 'Perks' of the Job
- Your role as a volunteer tutor
- Your local Coordinators' contact details

The following additional documents can be viewed on our website [www.read-write-now.org](http://www.read-write-now.org) If you do not have internet access, or would prefer a hard copy of these documents, please contact us at Central Office on the above number.

- 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 our Central Office as soon as possible, either by phone or email.

In alternate years we have an independent survey of students undertaken by telephone to ensure that the Program is meeting their needs. In the intervening year we will be undertaking an on-line 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

## The Tutor Training Course

The Tutor Training course in the Perth area is usually run over 4 Saturdays. We occasionally run mid-week training courses in school holidays if there is sufficient demand. In country regions the training is over 2 separate weekends. The training covers a bit of theory but mainly covers practical ideas and hands-on activities that are effective for adult students in RWN.

<b>DAY 1</b> <ul style="list-style-type: none"><li>• How RWN works with adult learners</li><li>• Reasons for literacy problems</li><li>• How we learn to read</li><li>• Whole Language Experience Approach to reading</li></ul>	<b>DAY 2</b> <ul style="list-style-type: none"><li>• Reading Strategies</li><li>• Writing, Spelling and Phonics</li></ul>
<b>DAY 3</b> <ul style="list-style-type: none"><li>• Reading analysis and support</li><li>• Reading and Writing Activities for more variety</li><li>• Lesson and Program planning</li><li>• Reading Resources</li></ul>	<b>DAY 4</b> <ul style="list-style-type: none"><li>• Strategies for tutoring students with other challenges</li><li>• Literacy in the Digital Age</li></ul>

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

You will learn many strategies and activities during your 4 days of training that will help set your student up for success.

We also realise that tutors will need ongoing support and training in order to cater for the many individual difficulties that each individual student may have. In order to provide this ongoing help, Read Write Now runs regular Specialist Workshops for you to attend. These workshops are held at both our Saturday Skills Workshop programs (normally run twice yearly), or our annual Tutor Conference. Not only do you meet other wonderful volunteer tutors and Coordinators, you learn from amazing experts as they present interesting and interactive workshops in each of their particular fields.

Each Read Write Now region also holds regular tutor meetings, which are informal get-togethers with the local Coordinators and other tutors from your 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 Read Write Now program. From time to time, guest speakers will also attend these meetings, giving more valuable knowledge and strategies to aid you in your tutoring.

**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.

## Perks of the 'Job'!

- To enjoy your involvement with RWN
- To be given the training and resources to be an effective tutor
- To be thrilled with the progress of your student
- To have a choice when being matched with a student and to decline an inappropriate match for you/your skills
- To ask for a re-match after 6 weeks if the match is not working out
- To have the support and respect of the Coordinator and the staff of RWN
- To be covered by Volunteers Insurance, which provides Personal Accident Insurance whilst engaged in tutoring duties.
- To have personal details treated with confidentiality in accordance with the Privacy Act 1988
- To be well briefed on the organisation and informed of new developments

## 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 this, it is vital that you:

- Complete the training program as provided by Read Write Now
- After being matched with a student, to make prompt contact and to meet each week for approx. 1½ hours to work towards the student's goals
- To adequately prepare weekly tutoring lessons for the student built around their needs and interests
- **To keep the Coordinator up-to-date with student progress via email or phone and to complete feedback forms with your student twice yearly and return these to the Coordinator. Not returning these forms will necessitate the finalising of your involvement with RWN.**
- To treat student details as highly confidential
- To keep the local Coordinator informed of any changes concerning either the student or the tutor
- To further develop tutoring skills at sessions provided at Tutor Conferences, Skills Workshops and local Tutor meetings