



Volunteer organisation	Melbourne Adult Migrant English Program Volunteer Tutor Scheme
Role	Melbourne AMEP Volunteer One to One Tutoring
Approximate number of hours required	One or Two hours per week for at least six months following training <i>Flexible arrangements can be made</i>
Location	We encourage all volunteers in the VTS to consider a blended form of interaction that is both face to face and online with assigned learners. No reimbursement for travel costs can be made <i>All VTS activity will be determined by the most current DHHS guidelines.</i>
Purpose	To offer Melbourne AMEP learners the opportunity to practise English conversation and participate in the community
Supervision	Melbourne AMEP VTS staff
Pre-requisites	<ul style="list-style-type: none">- Working with Children Check- Police Check (<i>Cost is covered by Melbourne Polytechnic</i>)- Undertake initial online training (self-paced)- Participate in a Training Discussion Session
Volunteer responsibilities	<ul style="list-style-type: none">- Tutor a learner in English language and settlement- Meet at a mutually convenient, pre-arranged time each week- Attend ongoing VTS professional development workshops and social gatherings as needed (these are currently conducted online)- Contact VTS staff if you are concerned about your own, or a learner's welfare- Respect the rights and privacy of others- Inform VTS Office if your availability changes- Give two weeks' notice before withdrawing from the program- Complete an Exit Survey
Required skills and knowledge	<ul style="list-style-type: none">- Over 18 years of old- Live in Victoria, Australia- Proficiency in spoken and written English- Empathetic and have the ability to relate to people from different cultural backgrounds- Reliability and punctuality
Desired skills and knowledge	<ul style="list-style-type: none">- Basic Computer skills