

Melbourne AMEP Volunteer Position Description

Position title	Melbourne AMEP Volunteer
Position Supervisor at Volunteer Tutor Scheme (VTS) Office	<p>Melbourne: VTS Officer amepvts@melbournepolytechnic.edu.au VTS Office: (03) 9269 1514</p> <p>Bendigo: Sandra Volk, VTS Officer and Trainer sandravolk@melbournepolytechnic.edu.au VTS Office: 0488 086 658</p>
Location	<p>During COVID-19 pandemic: All volunteering sessions via mobile or online platforms</p> <p>Under normal circumstances: Meet face-to-face on campus, in a public space or learner's home.</p>
Aim and mission	
<p>Melbourne AMEP recruits, trains and places volunteers to assist adults from culturally and linguistically diverse (CALD) backgrounds as they learn English, settle into the community and gain an understanding of Australian society and culture.</p> <p>Melbourne AMEP is one of 58 regions in the Australia-wide AMEP. AMEP is the Australian Government's largest and longest-running English language program, which has been providing English language tuition to eligible new migrants and humanitarian entrants since 1948. AMEP is funded by the Australian government Department of Home Affairs.</p> <p>Melbourne AMEP operates in the following regions: Melbourne's inner, southeast, northeast, northwest and Bendigo. All learners in the Melbourne AMEP are eligible for 1—2 hours of tuition per week with a volunteer. (Migrants are eligible for 1 hour; Humanitarian entrants are eligible for 2 hours).</p>	
Time commitment	
<ul style="list-style-type: none"> • Initial training (15 hour course—100% online) • Minimum volunteering time: 4 hours' face-to-face tutoring with learner per month via mobile and digital platforms. • If you or your learner cannot participate in a scheduled session online, aim to organise a 'catch up' session. Regular lessons lead to greater learner progress. • Negotiate day, time and location for tutoring with learner in consultation with the VTS office. • Minimum commitment to volunteering: 6 months 	
Role and responsibilities	
<ul style="list-style-type: none"> • Prepare tutorial lessons and work online with a Melbourne AMEP learner each week. • Address English language and settlement needs in tutorials. • Meet with learner for at least 4 hours per month. • Forward accurate Tutor Activity Records at the end of each month (see 'Reporting' section below). • Participate in on-going tutor training professional development workshops as needed via digital platforms. • Commit to your volunteering position for at least six months. • Notify the VTS in advance any changes to your availability. • Ask the VTS Office for support or assistance when needed • Carry out the work you've agreed to do responsibly, reliably and ethically. • Respect the rights and privacy of others. • Promptly report any issues or concerns arising out of tutoring to the VTS Office. 	

Skills, qualities and other requirements

Essential

- Over 18 years old
- Speaks and writes English well
- Communication skills
- Empathy with people from different cultural backgrounds settling in a new country
- Computer skills and device/s
- Satisfactory Security Screening result

Desirable

- Victorian Driver Licence
- Tutoring or teaching experience
- Experience in living in another country and learning another language

Reporting

- You will be sent an SMS text message reminder asking you to send in Tutor Activity Reports at the end of each month.
- These will be sent via an online form (TAR form).
- **All** contact with learner needs to be reported on the TAR form.
- Even if you are unable to tutor in any particular week, this must also be reported. It is mandatory that we provide this information to the Department of Home Affairs. **Accurate reporting via the TARs is critical to the success of the Volunteer Tutor Scheme. TAR reporting also demonstrates learners' participation in the Melbourne AMEP program, which is often important for Centrelink obligations or to be able to access additional hours of English classes.**
- If you are no longer available for tutoring, you will need to complete an Exit Interview questionnaire.

Training and support plan

- 15 hour online training course
- On-going training workshops—currently available online
- For assistance with resources and activities: Contact elspethcollie@melbournepolytechnic.edu.au

Benefits for tutors

- Learn about people from other cultures
- Enjoy engagement with the community
- Gain tutoring skills
- Explore teaching career options

We really value tutors' feedback on how lessons are going and how learners are progressing. Please tell us your 'good news' stories! If you would like feedback on how you are going from a qualified English language teacher, contact the VTS Office.