

TAFE SA AMEP VOLUNTEER TUTOR APPLICATION FORM



ACCEPTANCE OF APPLICATION IS NOT AUTOMATIC

We are not able to accept Centrelink applicants who require verification of their tutoring activity

CONFIDENTIAL

DATE:

Please note that a Police Screening Check is a State Government mandatory requirement, and all successful applicants will be expected to comply.

PLEASE TICK AS APPROPRIATE

☐ Mr ☐ Mrs ☐ Miss ☐ Ms

Surname:

First Name:

Middle Name:

Citizenship/Residency:

Address:

Post Code:

Email:

D.O.B.:

Phone (H):

(W):

(Mob):

Present Occupation:

Past Occupation(s):

Educational Level: ☐ Primary ☐ Secondary ☐ Technical ☐ Tertiary

Please state why you are interested in becoming a Volunteer Tutor.

Do you hold a valid Department of Human Services (DHS) Working With Children Check (WWCC)
Please attach a copy to your application.

Yes

No

(1) How did you hear about the Volunteer Tutor Scheme?

(2) Have you done any voluntary work before? If yes, please specify below:

Yes

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No

☐

(3) Have you had any experience with migrants?

Yes

No

(4) Are you able to undertake the training course plus additional tutor meetings during the year?

Yes

No

(5) Which mode of delivery for training do you prefer? (Please tick preference)

☐

Study the training course on-line via the Internet, with the ongoing support of a trainer via email.

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Five compulsory face-to-face training sessions at Adelaide City Campus

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Five compulsory face-to-face training sessions at Salisbury Campus

OFFICIAL

- (6) Are you able to spend 2 hours a week tutoring your student, plus preparation and travelling time? Yes ☐ No ☐
- (7) Are you going to be available as a volunteer tutor for a minimum of six months? Yes ☐ No ☐
- (8) Do you have your own car? Yes ☐ No ☐
- (9) Are you willing to drive up to 20 minutes to a student each week? Yes ☐ No ☐
- (10) Will you be able to give Volunteer Tutor staff regular updates on your tutoring each month?
(Reporting is essential and electronic Activity Records will need to be submitted by the 2nd day of each month) Yes ☐ No ☐
- (11) Do you think that your language skills (including spelling and writing) are sufficient to help a student learn English? Yes ☐ No ☐

As we have a responsibility to protect students and tutors as far as possible, would you please answer questions 12 – 16

- (12) Is your accent clear enough for others to understand? Yes ☐ No ☐
- (13) Do you have a disability and/or medical condition which may affect your ability to travel to the student's house and/or affect your ability to tutor? (for example impaired sight / hearing/ mobility)
If yes, please specify: Yes ☐ No ☐
- (14) Are you on medication that may affect your ability to tutor?
If yes, please specify: Yes ☐ No ☐
- (15) Can you attend an interview prior to starting a training course if required? Yes ☐ No ☐

(16) Please provide the names, email addresses and telephone numbers of two professional referees, from where confidential reports may be obtained: (where possible one professional referee must be work or volunteer related)

PLEASE DO NOT PROVIDE FRIENDS OR FAMILY MEMBERS AS REFEREES.

NAME:	NAME:
EMAIL ADDRESS:	EMAIL ADDRESS:
RELATIONSHIP:	RELATIONSHIP:
TELEPHONE:	TELEPHONE:

PRIVACY STATEMENT:

I hereby allow AMEP to use the information above for work related purposes. I understand that all personal information collected, used or disclosed by AMEP is confidential and is protected by the Privacy Act 1998, the Public Service Act 1999 and other legislation.

PRINT NAME: _____ DATE: _____

Please return via email: volunteertutor@tafesa.edu.au

OR post to:

Volunteer Tutor Scheme, AMEP TAFE SA, 120 Currie Street Adelaide SA 5000

Phone: (08) 7210 3566

tafesa.edu.au

The Adult Migrant English Program (AMEP) is funded by the Australian Government Department of Home Affairs. In South Australia, the AMEP is delivered by TAFE SA English Language Services.

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