

# Adult Migrant English Program (AMEP) Volunteer Tutor Scheme Training

## Frequently Asked Questions

### 1. **What qualification is delivered through the tutor training course?**

English Language Services within TasTAFE delivers Volunteer English Language Tutor Training. This is a non-accredited course and does not provide credit for any component of further TESOL or other teaching qualifications. The training course will equip volunteers with the necessary skills to tutor English to adult students.

### 2. **How long is the training course?**

The course goes for about 5 weeks, consisting of self-paced online study (about 10 hours in total) and three face-to-face meetings at TasTAFE. We usually run it twice a year and the next one starts in late August 2025.

### 3. **When and where are the three face to face sessions held?**

They are held at TasTAFE, 75 Campbell Street, Hobart. For the upcoming course, the participants should attend:

- First session - either on Monday 25 August or Tuesday 2 September,
- Second session - either on Monday 8 September or Tuesday 16 September; and
- Third session - either on Monday 22 September or Tuesday 23 September.

The sessions are from 10am to 12pm. The meetings will give you a chance to tutor students with varying levels of English and more understanding of the AMEP.

### 4. **What is the cost of the training course?**

There is no charge for the training course, but **you must be** an Australian citizen, an Australian permanent resident, a Tasmanian-nominated Skilled Work Regional (Provisional) visa holder or a New Zealand citizen. We request that tutors commit to at least several months of volunteering after completing the course.

### 5. **What are the entry requirements for the course?**

Volunteer tutors do not require any previous qualifications but need a high level of spoken and written English. (i.e. native English speaker or equivalent)

#### **Please Note:**

- To enrol the course, you must have a **Unique Student Identifier number (USI)**.  
<https://www.usi.gov.au/students/get-a-usi>
- Volunteer tutors must have a Tasmanian Registration for **Working with Vulnerable People (WWVP)** before commencing volunteering.  
<https://www.cbos.tas.gov.au/topics/licensing-and-registration/work-with-vulnerable-people/applications/apply>

**6. Do I receive a Statement on the completion of the training course?**

Yes, you will receive a statement of participation.

**7. How do the volunteer tutors get matched up with an individual student?**

The Volunteer Tutor Scheme Administrator matches the needs of the student with the availability, skills, interests and gender of the volunteer. If you desire, you can work with more than one student, at different times.

**8. What levels of English do the students have?**

Their proficiency varies, but many have limited English. Please also note that some students may have challenges in learning skills, due to disrupted formal education experiences.

**9. Where and when do the tutoring sessions take place?**

We expect the volunteer tutors to work with students for one hour per week. Many students request tutoring sessions after the class, **at 2pm between Monday and Thursday at TasTAFE's Campbell St Campus.** But some students would like it on other time in other places such as the local libraries and the students' homes. Our students come from the greater Hobart area but many live in Hobart's Northern suburbs.

**10. What happens if the match-up is not successful?**

Either the volunteer tutor or the student can terminate the arrangements at any time, after discussion with the Administrator. On request, the tutor can be matched with another student.

**11. Is on-going support available for the volunteer tutors after completing the course?**

Yes, to provide support and further learning opportunities, the Administrator will organise regular professional development as well as informal get-togethers. Please note that the volunteer tutors are asked to provide a monthly report via an electronic form provided by the Administrator. Also, the volunteer tutors can contact the Administrator to discuss any issues at any time.

**12. Are there resources available for the volunteer tutors and the students to use?**

Yes, the English Language Services area at TasTAFE has a collection of materials for volunteer tutors. Students and tutors can also borrow from an extensive collection of materials in the main TasTAFE library. The tutors can use photocopying and laminating facilities at TasTAFE, as required. In addition, we recently created a MS Team for the tutors to find suitable resources electronically. Please also note that the Australian Government Department of Home Affairs provides a link to resources for the Volunteer Tutor Scheme.

If you require any further information, please email:

TasTAFE.Home.Tutor.ELS@tafe.tas.edu.au

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