

# Migrant English Tutors' Meeting

31 Jan 2024

## AGENDA



10:00 AM	Presentation of Certificates of Appreciation
10:10 AM	Migrant English Program News and Announcements
10:30 AM	<b>ACTIVITY</b> How can we tutor a beginner?
11:15 AM	General Discussion
11:30 AM	Photo Shoot
12:00 PM	End of Meeting

The **MIGRANT ENGLISH PROGRAM** is an outreach program of the U3A Manningham (U3AM) for the community

**PURPOSE:** To help people who wish to improve their speaking, listening and understanding in English

Tutoring sessions could cover vocabulary, pronunciation, grammar, listening, speaking, reading and writing.



# Shirley Fung

Vice-President, U3A Manningham

## **Shirley has a long history with U3AM**

- member since 2011
- Tutor of “Introduction to Genetics” course since 2013
- New Courses Coordinator since 2021, enlisting new tutors and assisting them in course development
- Vice-President in 2022 and 2023

## **Author**

- author of several VCE Biology and Environmental Science textbooks, as well as a novel “Second Chinese Daughter” in recent years.

## **Experience in education**

- over 40 years’ experience in Science Education as a teacher, and later as a Director of Curriculum

## **Personal interests**

- engagement in the activities of grandchildren (an involvement which she shares with husband Philip), gardening, reading and writing

# Certificates of Appreciation

## TUTOR WITH 10+ YEARS

**Jan Cambrey**

(could not attend the meeting in 2022)

## TUTOR WITH 5+ YEARS

**Daniela Cursio**

### As of Dec 2023

- 23 tutors have provided 5+ years of service
- 7 tutors have provided 10+ years of service





# Bridget Halge

Founder, Migrant English Program

## **THE VISION**

The ground work for the Migrant English Program was laid in 1998 by Bridget Halge

As a school teacher, Bridget had noticed that many migrant women had little understanding of English, making it difficult for them to communicate with their children's teachers.

Then a few years after she had joined U3A Manningham, she observed that people from diverse cultural and linguistic backgrounds were under-represented among its members.

Upon realising this situation, U3A Manningham wanted to encourage more diversity but realised that language could well be a difficulty for many older people. Out of this came the Migrant English Program.

# News & Announcements

- ME Tutors must be members of U3AM – FULL or HONORARY
- Documents and forms are available on the U3AM website for viewing or download  
About Us > Migrant English Program  
U3AM Website: <https://u3amanningham.org.au/>
- Printed blank forms for recording Tutoring Hours can be obtained from the U3AM Office  
Ask Office Worker to look in the pigeonhole of Migrant English Tutors in the back office where the computers are located

# Migrant English Resources



- Two new boxes on a custom-built trolley now stores the books and CDs in Cupboard 14C
- 25 new items have been added – clock with movable hands, card games, recipe book, books with CDs, small whiteboard
- Total of 79 items now
- Stocktake – 7 missing books

# Work Packages

WORK PACKAGE	WHO
<b>Anytime:</b> Conduct Stocktake of Migrant English Library of Resources	Liew Staras
<b>As required:</b> Liaise with prospective Mandarin-speaking learners	Kong Yep
<b>Feb:</b> Publicise the Migrant English Program to Community Groups	Kong Yep
<b>May-Aug:</b> Prepare content for and deliver training course	Ken Coleman Foong Sim Chin
<b>Jun:</b> Organise to assemble the Resource Manual	Pamela Bores
<b>Jun/Jul:</b> Assemble the Resource Manual (one morning between 24 Jun – 11 Jul during the holidays)	Pam Watson <b>4 more volunteers needed</b>
<b>Aug:</b> Share tutoring experiences at training course on 22 Aug 2024	Marg McCrohan Carol Down <b>3 more volunteers needed</b>
<b>Sep/Oct:</b> Assign Priority Levels to Migrant English Tutors	Ken Coleman

# Work Hours

The Coordinator will add **Extra Hours** to **Tutoring Hours** to give a total number of Work Hours.

$$\text{Work Hours} = \text{Tutoring Hours} + \text{Extra Hours}$$

- Tutoring Hours are submitted by Tutors
- Extra Hours are added by the Coordinator

The total number of **Work Hours** is used for two purposes:

- To determine which Priority Level will be assigned for enrolment purposes.
- To determine whether the year will count as a year of service towards the Certificate of Appreciation

A year of service is one in which you have tutored for at least 15 hours



# Migrant English Program 2023 Statistics

## LEARNERS

16 learners discontinued in 2023

22 new learners in 2023

60 learners in total

## TUTORS

9 tutors retired in 2023

11 new tutors were trained in 2023

53 tutors in total

23 tutors have provided 5+ years of service

7 tutors have provided 10+ years of service

12 tutors have 0 learners

28 tutors have 1 learner

8 tutors have 2 learners

5 tutors have 3+ learners

2019: 1,143 hours  
2020: 680 hours  
2021: 726 hours

2022: 904 hours  
2023: 1,304 hours

# Responsibilities of the Migrant English Tutor

## Responsibilities of the Migrant English Tutor

1. **U3A Member:** A Migrant English Tutor must be either a Life, Full or Honorary member of U3A Manningham. An Honorary member does not pay a membership fee and cannot enrol in any courses.
2. **When and where:** Tutoring sessions are normally conducted weekly for about an hour, at a public place (e.g. library, café, park), a private home or online.
3. **Taking short breaks from tutoring:** You can either continue tutoring or take a break during the U3A term holidays. You can also take a break anytime you need during U3A term holidays.
4. **Commitment for minimum of 6 months:** You are expected to continue with your learner for a minimum period of 6 months. You can continue with the same learner for as long as the both of you want. Some tutors have had the same learner for many years and have developed lasting friendships.
  - If you do not wish to continue after 6 months, inform your learner and ask whether they would like to continue with another Tutor. Then inform the Coordinator who can look for another Tutor.
  - If something unexpected happens before the end of the 6-month period and you are unable to continue, inform your learner. Then inform the Coordinator who will look for another Tutor.
5. **Record of tutoring sessions:** You must keep a record of your tutoring sessions, which must be provided if audited by U3A Manningham.

- Travel time and lesson preparation time are excluded.
- Time spent correcting written homework is included.
- The record must contain the following details - date of session, duration of session (number of hours), location where session was held (online meeting, private home or public place) and brief summary of content covered in the session.
- You can use the form "Record of Tutoring Sessions" to maintain your record.

Name of Tutor	Name of Learner		
Name (first and last names) must be included. For the number of hours, location, online meeting, private home or public place.			
DATE	BRIEF SUMMARY OF SESSION CONTENT	DURATION OF SESSION	LOCATION & MODE OF SESSION
Session 1 2 Feb 2021	How to introduce yourself - at a party, at a meeting or at a job interview.	1	Public place
Session 2 12 Mar 2021	Conversation about shopping at the supermarket, an internet online system and online services.	1.5	Public place
Session 3 17 Feb 2021	Workbooks and presentation for singing along with the lyrics "Remember to Ask Questions" by the band "Duran".	1	Online meeting
Session 4 18 Feb 2021	Presentations: How "you" is represented when heard at the beginning or end of words, e.g. today, yesterday, tomorrow, etc.	1.5	Private home

6. **Tutoring hours:** In October each year, you will need to provide the total number of hours spent tutoring your learner in the past 12 months.
7. **Extra hours:** These are awarded by the Coordinator to those who have taken on one or more Work Packages for the Migrant English Program.
8. **Work hours:** This is the sum of Tutoring hours and Extra hours. Work hours will be used for two purposes:
  - To determine which Priority Level you will be assigned for priority enrolment for courses in the following year.
 

Level 1: 40+ hours per year	Level 3: 10-19 hours per year
Level 2: 20-39 hours per year	Level 4: 1-9 hours per year
  - To determine whether that year will count as a year of service towards your Certificate of Appreciation, which is given for 5+ and 10+ years of service.
 

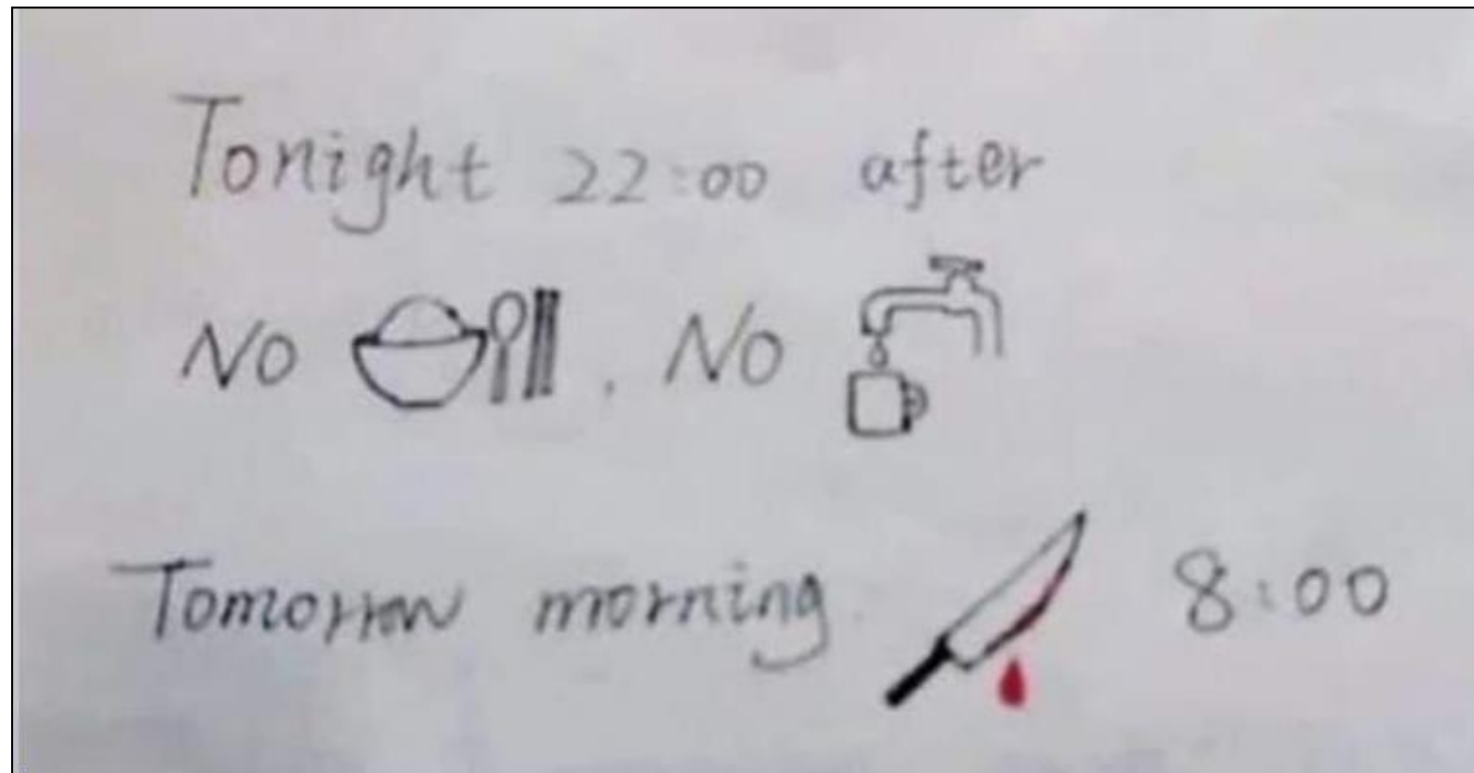
A year of service is one in which you have tutored for at least 15 hours
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9. **Excursions:** Excursions outside the home can be a valuable way to understand the community and learn English at the same time. If you use your car, note that normal legal and insurance requirements apply. Adventure-type activities are not permitted!
10. **Privacy:** Respect the privacy of your learner and all matters discussed are to be considered in confidence.
11. **Advice:** Do not give advice on medical, legal, financial and family matters. Don't own the problem!
12. **Boundaries:** Decide on your personal boundaries – **What are/aren't you prepared to do?**

In addition to what is written in the paper “**Responsibilities of the Migrant English Tutor**”, please inform the Coordinator

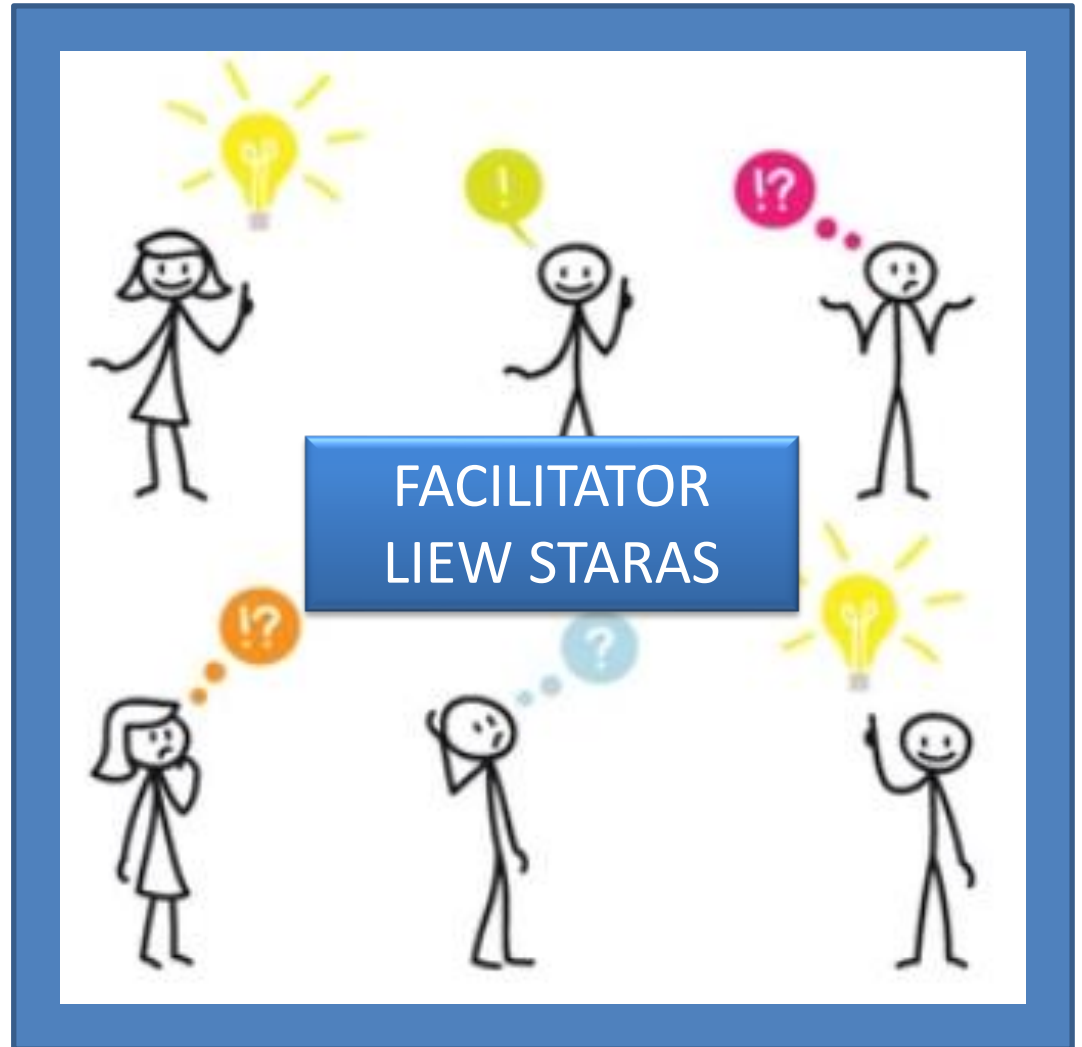
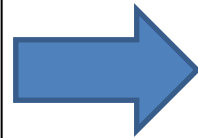
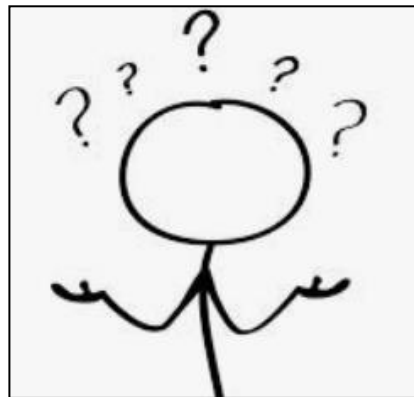
- if you are unable to or do not wish to continue
- if your learner has discontinued
- if a discontinued learner resumes
- If you find a new learner yourself

# How Can We Tutor a Beginner?

Foreign student hospitalized in China gets note from nurse who doesn't speak English



# How Can We Tutor a Beginner?



# How Can We Tutor a Beginner?

## TEAMS

- Form 2-4 teams – each team should have at least one tutor with a Beginner

**TEAMS A & C:** How to tutor a **young (aged 35-55) Beginner** with hardly any knowledge of English?

**TEAMS B & D:** How to tutor an **elderly (aged 70+) Beginner** with hardly any knowledge of English?

- Each team is to come up with 2 – 4 ideas
- Write each idea on a card and stick the card on the wall

## DISCUSSION

Discuss each idea:

- Do you like the idea and why?
- In what situations will it work best or not work at all?
- If your Learner is a Beginner, do you think it may work with your learner?

# General Discussion

You are invited to have your say





# Photo Shoot

## Group photos will now be taken

- **Group 1**

Tutors who have received Certificates of Appreciation

- **Group 2**

All Migrant English Tutors attending the meeting

As the photos may be published in the U3AM newsletter, participation in the group photo is voluntary.