

# Report from the Migrant English Program for 2023

20 Feb 2024

For those who have not heard of this Program, it is a community outreach program sponsored by U3A Manningham, to offer free one-on-one help to migrants (called “learners”) to improve their English, focussing on conversation. Tutoring sessions could cover vocabulary, pronunciation, grammar, listening, speaking, reading and writing.

As of Dec 2023, the Program has 53 Migrant English Tutors, 41 of whom are tutoring 60 learners.

10 new ME Tutors were trained in 2023 and one joined the Program who was trained elsewhere.

We continue to use Google Forms to collect information, such as RSVP to meetings, instead of emails, which freed us from having to manually copy information from email responses into a database.

## Highlights in 2023

1. **Tutor Meetings:** We had two meetings per year, in February and August 2023, for tutors to catch up and exchange ideas. Tutors were reminded to keep a record of their tutoring hours, which are submitted to determine their Priority Level for enrolment and their Years of Service, as well as to enable us to maintain an annual record of the total number of tutoring hours conducted by all tutors. This total figure provides an indication of the “health” of the Program.
2. **Certificate of Appreciation:** To recognise our long-serving tutors and to thank them for their service to the community, Certificates were awarded in February 2023 - 3 tutors for 5+ years of service.
3. **Library of Resources:** A stocktake was undertaken in February 2023 and seven books could not be accounted for. As the Library is housed in a cupboard which is not locked during class hours, it is not possible to ensure their security.

25 new items had been added to the Library, bringing them to a total of 79 items. Most of the new items were donated by a former Migrant English Tutor who was migrating to another country. The new items included books (accompanied by CDs), a recipe book, a small whiteboard, a clock with movable hands and card games. To store the items, two new boxes were bought and a trolley was built. Having the boxes sitting on a trolley made it much easier to pull the boxes out of the cupboard (without breaking one’s back!).

4. **“Thank You” Lunch:** Migrant English Tutors were invited by U3AM to a lunch for all CoM Volunteers in May, in recognition of their service.
5. **U3AM Website:** Documents and forms for the use of ME Tutors have been put on the website, in About Us > Migrant English Program (<https://u3amanningham.org.au/migrant-english-program/>). News are posted to the Class Posts > Migrant English (<https://u3amanningham.org.au/category/migrant-english/>).
6. **Workshop for Migrant English Tutor Training:** 10 new tutors were trained. To publicise the Workshop, we had Class Reps read a message inviting their class members to enrol for training as we did not have enough ME Tutors to meet the demand.

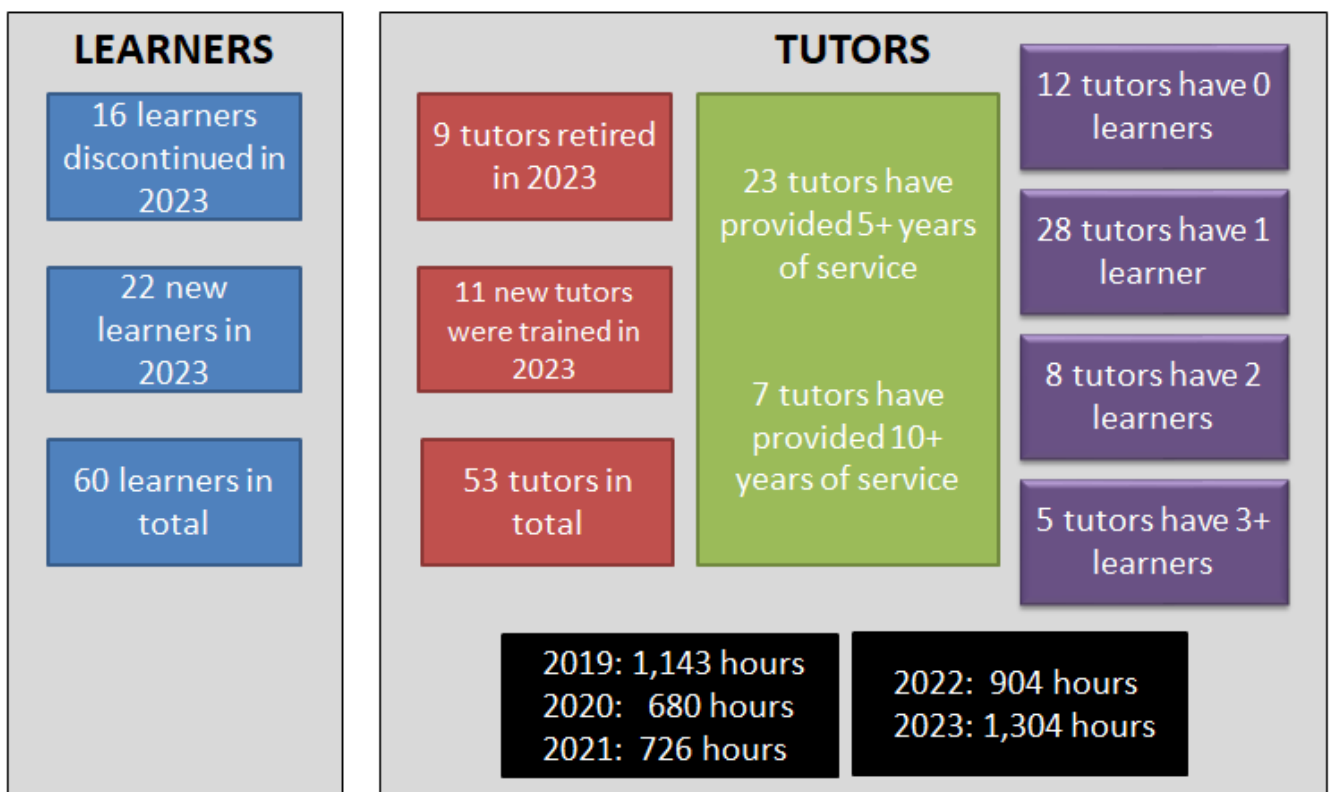
7. **Work Hours:** The COM has approved our strategy to allow more Migrant English Tutors to participate behind the scenes and share some of the administrative workload that is needed to make the Program run smoothly. To reward them, the Program awards them with extra hours that can be added to their tutoring hours to give a total number of Work Hours.

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

8. **Management of Chinese-Speaking Learners:** One of our Migrant English Tutors, Kong Yep, has volunteered to translate our publicity leaflet and profile questions from English to Mandarin, as well as to liaise with Mandarin-speaking learners who do not understand English at all.

## Migrant English Program 2023 Statistics



Note the reduced number of tutoring hours when the Covid-19 pandemic impacted us from 2020 – 2022. The Program bounced back in 2023 where the number of tutoring hours exceeded pre-pandemic levels in 2019.