

Responsibilities of the Migrant English Tutor

- 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.
- 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.
- 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 time.
- 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.
- 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.

Manningham U3A - Migrant English Program			
Record of Tutoring Sessions (EXAMPLE)			
Name of Tutor		Name of Learner	
<small>Note: Travel time and lesson preparation time are excluded from the number of hours. Location: Online meeting, private home or public place.</small>			
DATE	BRIEF SUMMARY OF SESSION CONTENT	NUMBER OF HOURS	LOCATION & LEARNER'S INITIALS
Session 1 3 Feb 2021	How to introduce yourself – at a party, at a meeting, at a job interview	1	Public place
Session 2 10 Feb 2021	Conversation about shopping at the supermarket. Introduced some vocabulary and simple sentences.	1.5	Public place
Session 3 17 Feb 2021	Vocabulary and pronunciation by singing along with the lyrics - 'Sunshine On My Shoulder' by John Elmer	1	Online meeting
Session 4 24 Feb 2021	Pronunciation: How "or" is pronounced when found at the beginning or end of words, e.g. online, London, mason, reaction, decision.	1.5	Private home

- 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.
- Extra hours:** These are awarded by the Coordinator to those who have taken on one or more Work Packages for the Migrant English Program.
- 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 (changed starting 2024) you will be assigned for priority enrolment for courses in the following year.

Level 1: 30+ hours per year

Level 2: 15-29 hours per year

Level 3: 4-14 hours per year

Level 4: 3 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

- 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!**
- Privacy:** Respect the privacy of your learner and all matters discussed are to be considered in confidence.
- Advice:** Do not give advice on medical, legal, financial and family matters. Don't own the problem!
- Boundaries:** Decide on your personal boundaries – **What are/aren't you prepared to do?**