

Migrant English Tutors Meeting

22 August 2024



AGENDA

1:30 PM	Presentation of Certificates of Participation to New Tutors
1:40 PM	Migrant English Program News and Announcements
1:50 PM	Sharing our Tutoring Experiences
2:15 PM	Photo Shoot
2:30 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



ROBYN BUTTLINGS

OFFICE MANAGER, U3A MANNINGHAM

Robyn has a long history with U3AM

- member since 2013
- Office Manager for many years

Robyn and her team of Office Workers have been very supportive of the Migrant English Program

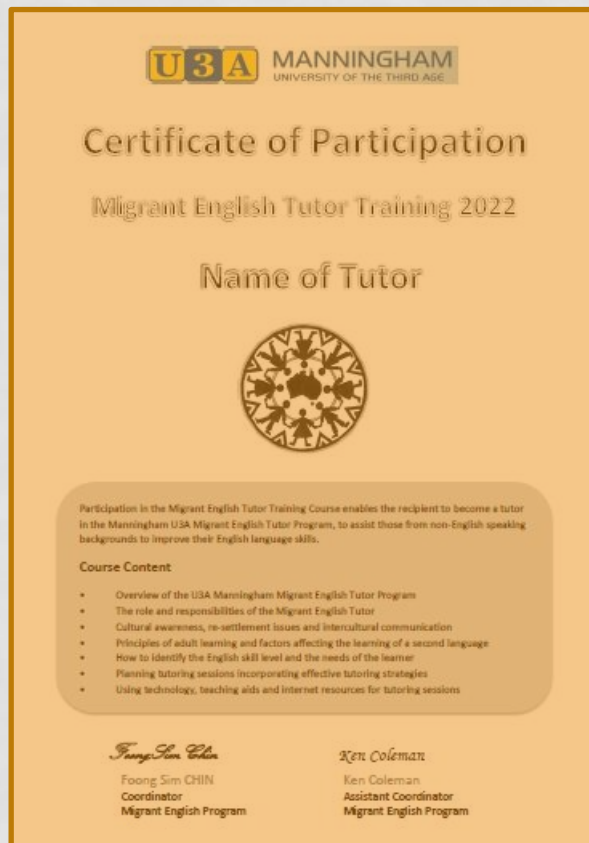
- Handle requests from the public for one-on-one English tutors
- Handle queries from those interested to become a Migrant English Tutor
- Assist in the production of the Resource Manual

Robyn joined U3A Manningham when she retired from work in 2013 and quickly became involved in office duty.

Prior to retirement, she worked in a small office in Nunawading as Office Manager for 28 years and in her earlier life in Sydney, was a fitness instructor and dance teacher.

CERTIFICATE OF PARTICIPATION

MIGRANT ENGLISH TUTOR TRAINING COURSE



NEW TUTORS

1. Anthony Cull	9. May Ng
2. Christine Chong	10. Mei Ho
3. Diana Bell	11. Mei Kuen Wong
4. Felicity Cronan	12. Nekane Kandina
5. Gabrielle Jang	13. Sharon Leibowitz
6. Jennie Halcomb	14. Sheila Ong
7. Lorraine Reynolds	15. Susan Vong
8. Lynn Fang	16. Zoe Chen

NEWS & ANNOUNCEMENTS

MIGRANT ENGLISH PROGRAM

WHAT YOU NEED TO KNOW

ME Tutors must be members of U3AM – FULL, LIFE 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

COFFEE MEETUPS



COORDINATOR: Catherine Bullard

OBJECTIVES:

- Share ideas and experiences
- Seek advice and help

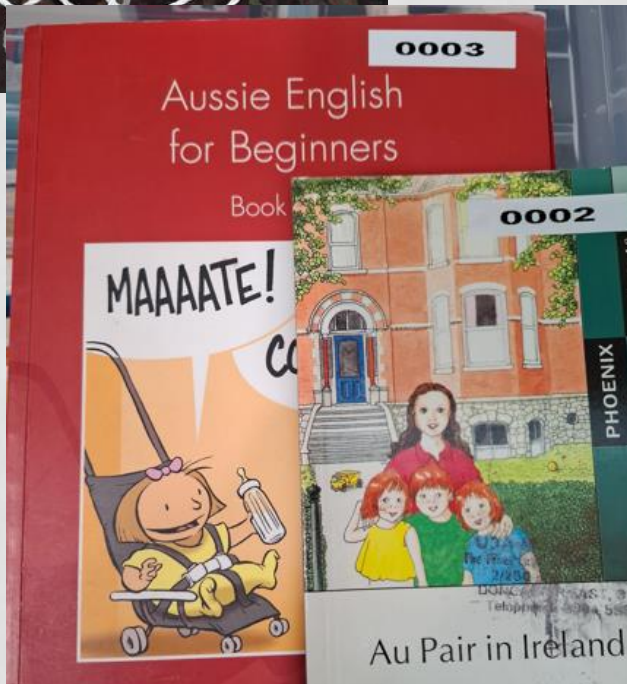
1st Coffee Meetup: Tuesday 30 April at 10:30AM

ADVANCE NOTIFICATION

2nd Coffee Meetup: Thursday 17 October at 1.30PM

Tutors who wish to attend are requested to send an SMS message (stating your name) to **Catherine Bullard** on **0429 140 181**

MIGRANT ENGLISH RESOURCES



- ❑ Two boxes on a custom-built trolley stores the books and CDs in Cupboard 14C
- ❑ **Resource ID** added to uniquely identify each item
(THANKS TO LIEW STARAS!)
- ❑ Total of **79 items**, arranged by Resource ID
- ❑ **Stocktake 2024:** 1 missing book "Words for Students of English - Volume 7"

MIGRANT ENGLISH PROGRAM

JUN 2024 STATISTICS

LEARNERS

13 learners discontinued in 2024

14 new learners started in 2024

55 learners in total

24 learners on waiting list

TUTORS

4 tutors retired in 2024

11 new tutors were trained in 2023

49 tutors in total

CERTIFICATE OF APPRECIATION

5+ years of service: 23 tutors

10+ years of service: 7 tutors

11 tutors have 0 learners

25 tutors have 1 learner

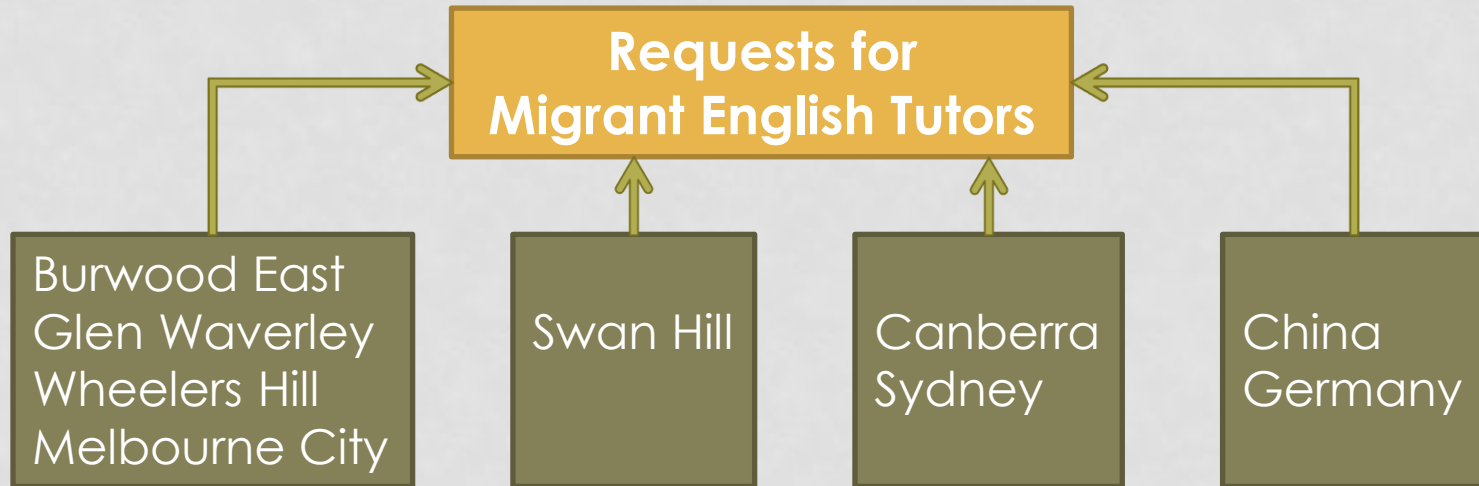
9 tutors have 2 learners

4 tutors have 3+ learners

2019: 1143 hours
2020: 680 hours
2021: 726 hours

2022: 904 hours
2023: 1304 hours

LEARNERS FROM FAR AND WIDE



The Migrant English Program is an outreach community service run by U3A Manningham to assist people from a non-English speaking background, improve their English language skills to help them integrate into the Australian community.

As we have a limited number of tutors, our service is only offered to those who live in Doncaster East and surrounding suburbs (within the state of Victoria in Australia).

LEARNERS FROM FAR AND WIDE

For those living in Australia but very far from The Pines, they received information on places that offer help in English either online or near where they live

For those whose English seems to be rather advanced, they received an invitation to join U3A Manningham and enroll in the courses

For those who can only understand Chinese, Kong Yep has volunteered to be the liaison to communicate with them.

WORK PACKAGES

WORK PACKAGE	WHO (2024)
Anytime (4 hr): Conduct Stocktake of Migrant English Library of Resources	Liew Staras
As required (1 hour + 0.5 hours per learner): Liaise with prospective Mandarin-speaking learners	Kong Yep
Feb (2 hr): Publicise the Migrant English Program to Community Groups	Kong Yep
May-Aug (20 hr): Prepare content for and deliver training course	Ken Coleman Foong Sim Chin
Jun (5 hr): Organise to assemble the Resource Manual	Pamela Bores
Jul (3 hr): Assemble the Resource Manual (1 st Wed morning during Term 2 holidays)	Pamela Bores, Pam Watson, Carmel Ritchie, Hilda Frazzetto, Liliana Erle, Helen Hinz
Aug (3 hr): Share tutoring experiences at training course on 6th Thu in Term 3	Carmel Ritchie, Marg McCrohan
Oct (8 hr): Assign Priority Levels to Migrant English Tutors	Ken Coleman

WORK PACKAGES

WORK PACKAGE	WHO (2024)
Anytime (3 hr): Organise 2 informal catchups for Migrant English Tutors	Catherine Bullard
Jan (3 hr): Facilitated an activity at Migrant English Tutor's Meeting in Jan 2024	Liew Staras

VOLUNTEERS NEEDED FOR 2025

Jan/Feb (up to 15 hr): Assist to organise Migrant English Tutor's Meeting in Jan/Feb

Jun (5 hr): Organise to assemble the Resource Manual

Jul (3 hr): Assemble the Resource Manual (1st Wed morning during Term 2 holidays)
Need 8 volunteers

Aug (3 hr): Share tutoring experiences on 6th Thu in Term 3
Need 2-3 volunteers

Anytime (x hr): Process new books for inclusion into Library of resources

Oct (8 hr): Collate Tutoring Hours from Migrant English Tutors

If you wish to volunteer to do something that would be useful for the Migrant English Program, let me know

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

REDUCED WORK HOURS FOR PRIORITY LEVELS

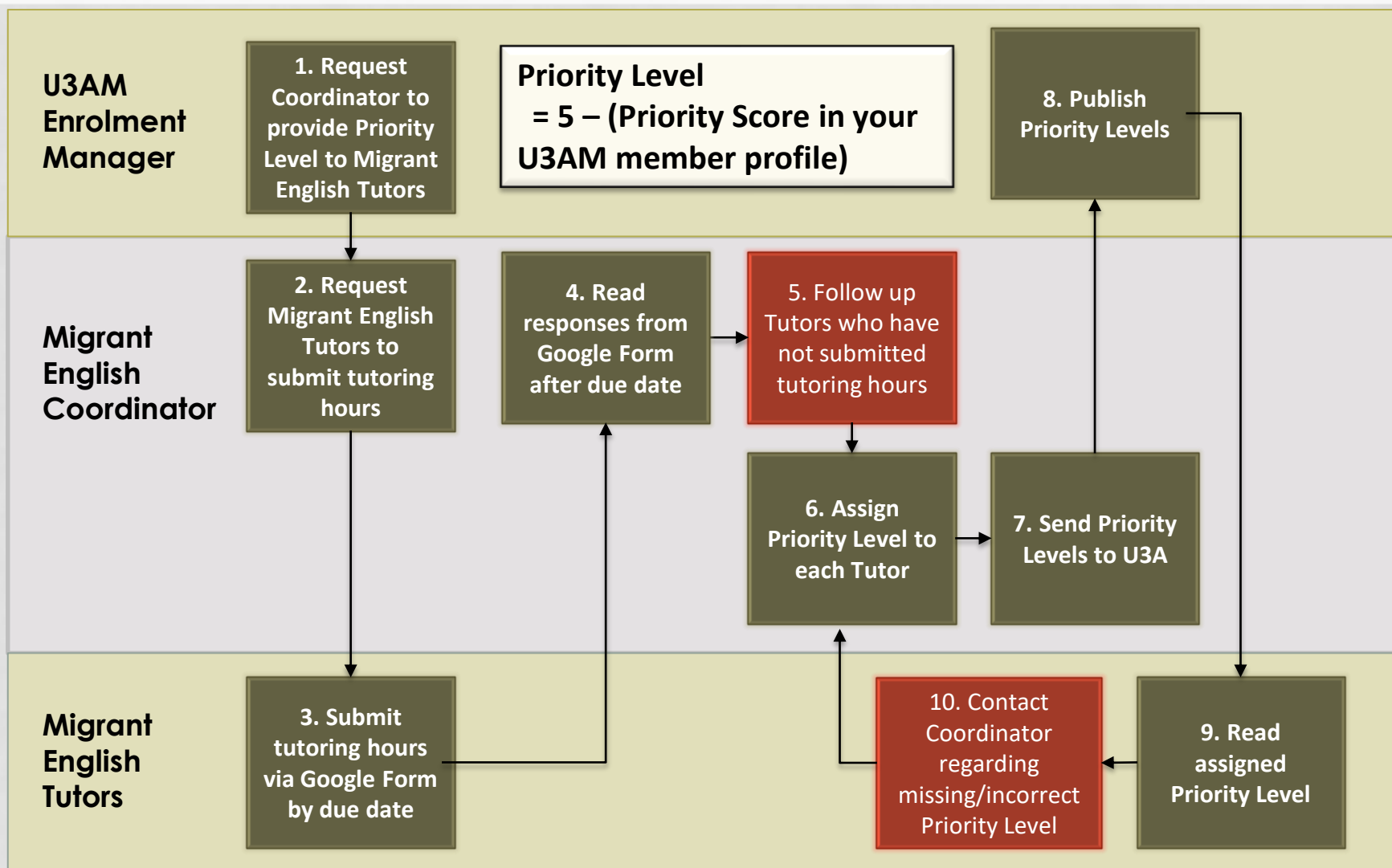
The COM has approved our proposal to to reduce the number of hours required to be awarded a Priority Level

Previous and New Hours for Migrant English Tutors

Priority	Previous	New (starting 2024)
Level 1	40+ hours per year	30+ hours per year
Level 2	20-39 hours per year	15-29 hours per year
Level 3	10-19 hours per year	4-14 hours per year
Level 4	1-9 hours per year	1-3 hours per year

The reduced hours for Level 3 and 4 have been especially proposed so that the newly-trained Migrant English Tutors, who have completed their training course in late August, can have sufficient time to earn some brownie points before the cut-off date for submission of priorities around mid-October.

PROCESS FOR ASSIGNMENT OF PRIORITY LEVEL



SHARING OUR TUTORING EXPERIENCES

Carmel Ritchie

Marg McCrohan

SHARING OUR TUTORING EXPERIENCES

You are invited to have your say





PHOTO SHOOT

Group photos will now be taken

- **Group 1**

New tutors who have completed the training course

- **Group 2**

Current Migrant English Tutors attending the meeting

As the photos may be published on the U3AM website, participation in the group photo is voluntary