



## Volunteer with VCE Summer Tutoring

VCE Summer Tutoring is a non-profit organisation organising a two-week program in January 2025, designed to support high school students from disadvantaged backgrounds to prepare for their VCE years. The program is facilitated by volunteer university students and attended by senior high school students aged 16-18 years. Day program activities are intended to take place in the Melbourne metropolitan area, with venues to be confirmed.

Role Title	Volunteer Academic Tutor
Purpose	Address educational disadvantage in Victoria by providing accessible and engaging academic support to students commencing their VCE studies.
Time Commitment	Minimum of 17 hours between 1 December, 2024 and 31 January, 2025, including: <ul style="list-style-type: none"> <li>• 6 hours during tutor training in November and December 2024</li> <li>• 3 hours on Tutor Refresher Day 4 January, 2025.</li> <li>• 8 hours during the program 6-17 January, 2025.</li> </ul>
Location	The 2025 program is planned to take place in the Melbourne metropolitan area, with venues to be confirmed.  Some planning and training may occur online.
Key Responsibilities	Volunteers are required to follow all relevant policies, including engaging appropriately with students, preparing adequately for program commitments, and following program rules and procedures.  Before the program: <ul style="list-style-type: none"> <li>• Prepare lessons for your classes, and submit a lesson plan for review before the program</li> <li>• Communicate with relevant leaders about availability, training and other preparation</li> <li>• Engage with the materials provided by Subject Coordinator, including the subject booklet</li> </ul> During the program: <ul style="list-style-type: none"> <li>• Deliver lessons for your classes, and attend individual tutoring sessions</li> <li>• Share learning materials with students through the learning management system</li> <li>• Engage with observations and feedback from peers</li> <li>• Communicate with relevant leaders about availability,</li> </ul>



	operations and welfare issues
Training	<p>All volunteers are required to undertake induction prior to the commencement of the role, and training in classroom teaching prior to the commencement of the program.</p> <p>Ongoing support will be available throughout the program.</p>
Key Benefits	<ul style="list-style-type: none"> <li>● Adaptability and time management</li> <li>● Presentation, content delivery and collaboration skills</li> <li>● Experience in a leadership and mentoring role</li> <li>● Opportunity to support younger students and improve the accessibility of education</li> </ul>
Eligibility and Selection Criteria	<p>Volunteers are required to hold a valid Working with Children Check (WWCC) and have completed six months of tertiary study, or have previous experience with the program, before commencing their roles.</p> <p>As at the effective date, there is no cost involved in applying for a Volunteer WWCC in Victoria.</p> <p>Other desirable attributes:</p> <ul style="list-style-type: none"> <li>● Knowledge and skills for subject area of interest</li> <li>● Communication, organisation and reliability</li> <li>● Previous volunteer or tutoring experience</li> </ul>
Supervisor	Program Managers
Inclusion and Safety	<p><b>Commitment to Child Safety:</b> We are committed to providing a child safe and child friendly environment, where children and young people with whom we have contact are safe and feel safe, and are able to actively participate in decisions that affect their lives.</p> <p>The Child Safety and Wellbeing Policy and Tutor Code of Conduct applies to all volunteers engaged by the VCE Summer Tutoring.</p> <p>Our Child Safety and Wellbeing Policy and relevant documents are available on our website: <a href="https://vcesummertutoring.au/">https://vcesummertutoring.au/</a>.</p>
Review Dates	<p>Effective 26 August, 2024. Review due 1 December, 2025.</p>