

City of Cork VEC
Tutoring in Adult Basic Education-Literacy

How is adult literacy tuition carried out?

Adult literacy tuition is carried out in small groups or on a one-to-one basis by tutors trained specially for the work.

Most services offer a minimum of two hours tuition per week, though an increasing number of programmes are able to offer more intensive provision.

Volunteer Tutors

Over the last thirty years **volunteer tutors** have made a major contribution to the development of the adult literacy service.

Involving **volunteers** enriches the type of educational service provided and maintains its roots in the community.

Individual tutorial support is still a core element of adult literacy work and, despite increased funding the use of **volunteer tutors** remains the only feasible means by which to provide one-to-one tuition.

The CCVEC Adult Literacy Service has adopted **a volunteer protocol**.

This sets out the rights and responsibilities of volunteers so that they are clear about their own commitment and the support they can expect from the organisation.

Group tutors

Over the years, as funding has increased so has the number of paid tutors who work with small groups.

Where literacy tuition is organised in groups or if learners are working towards accreditation, it is important to have well trained and paid group tutors.

A Tutor need to be Skilled

- At creating a co-operative and supportive learning atmosphere.
- to be able to prepare materials for different levels and interests and
- To respond to the changing goals and aspirations of the members of the group.

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What do I need to be a literacy tutor?

- An adult literacy tutor is a person who wants to work with adults who have literacy difficulties.
- No special **qualifications** are needed. It is not necessary that you are a teacher, or have a degree, or even have finished second level school.
- In addition you do not need any particular **experience**, as you will be given full training.

However you should;

- Be able to read and write?
- Have a good standard of English?
- Be a good communicator?
- Be confident in your ability to understand adults with literacy difficulties?
- Have available two hours free-time a week?

Through **training** you can support others in improving their reading and writing skills. Tutor Training is provided.

In short you can be a Literacy Tutor.

APPLICATION FORM

Would you like to become a volunteer tutor?

NAME:

ADDRESS:

Communications:

Landline:

Mobile:

E-mail:

Please return to:

The City of Cork VEC,
21 Lavitt's Quay, Cork
021-4273377
(ref Literacy Tutor)