

Coolock Darndale Adult Literacy Service

Volunteer Tutor Training 2020

Application Form

CDET B



Coolock Darndale
Adult Literacy Service

Coolock Darndale Adult Literacy Service (CDALS) is part of City of Dublin Education and Training Board (CDETB). We strive to support our students in developing their reading, writing, maths and computers skills. Our service operates from Coláiste Dhulaigh College of Further Education, Barryscourt Road, Coolock, Dublin 17, and we run outreach classes in ten centres within the community. We support learners with one-to-one classes and small groups, both accredited and non-accredited. It is always our aim to listen to and respond to the needs of our students and community as very best we can.

Coolock Darndale Adult Literacy Service is currently recruiting people interested in volunteering to work with individual students from our service.

In order to volunteer with the service, it is necessary to complete the **Volunteer Tutor Training** course with City of Dublin ETB. CDALS plans to run this training from March to May 2020. There are a limited number of places available on this course and it may not be possible to accommodate all applicants on the programme. All applicants will be interviewed. Successful applicants will be required to complete Garda Vetting before taking up any volunteer work. This is the policy of City of Dublin ETB.

If you would like to apply for a place on this training, please complete the following application **by hand** and return it to **Fionnuala Carter, Adult Literacy Organiser, Coolock Darndale Adult Literacy Service, Coláiste Dhulaigh, Barryscourt Road, Coolock, Dublin 17**, or scanned copy to fionnuala.carter@aes.cdetb.ie.

The closing date for applications is close of business on Thursday 12th March, 2020.

Please indicate which interview times would best suit you. Provisional dates for interview are:

Wednesday 18th March, 2020

Morning

Afternoon

Thursday 13th March, 2020

Morning

Afternoon



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Course Details

Volunteer Tutor Training is planned to run on Wednesdays, 10:30am-1pm, and Thursdays, 1:30pm-4pm in Darndale Belcamp Village Centre from Wednesday 25th March to Thursday 28th May. There will be 15 sessions of 2.5 hours each. No dispensation for prior learning may be granted on any module. The finalised timetable for training will be available to all successful applicants.

This course aims to give participants a thorough grounding in working with adult students, as well as understanding the ethos, supports and resources available within our service. It will also give participants the opportunity to get to know other tutors on our team, learn from their experience and share skills and practice that new tutors are bringing with them.

The following content will be covered:

Session	Title
Session 1	Introduction and Overview of the Programme
Session 2	Adult Learners and Literacy
Session 3	Building the Learning Relationship
Session 4	How Learning Works
Session 5	Reading and Learning to Read
Session 6	More Methods for Teaching Reading
Session 7	Spelling
Session 8	Writing 1
Session 9	Writing 2
Session 10	ICT Using Technology
Session 11	Introduction to Numeracy
Session 12	Specific Learning Difficulties
Session 13	Getting to Know your Student and Assessment
Session 14	Making Materials
Session 15	Progression and Evaluation

Personal Details

Name: _____

Address: _____

Telephone: _____

Email: _____

1. Are you/have you been involved in voluntary work? If so, please provide some brief details.

2. If you have any experience, formal or informal, of teaching or tutoring, please outline some brief details.

3. Please outline any understanding you have of adult literacy/numeracy and how your interest in volunteering as an Adult Literacy Tutor has come about?

4. It is really helpful for us to understand some of your interests, as this can inform a good partnership with a student. Please outline some details of your hobbies and interests.

5. There are two weekly that One-to-One Classes take place in our Darndale centre: (1) Wednesdays 10am-12 noon, and (2) Thursdays 2pm-4pm.

Please note that One-to-One Classes finish for the Christmas break in early to mid-December, and recommence in mid-January. For the Summer break, classes finish at the end of May and recommence in mid-September. There are also a number of training days throughout the year, usually one short session at the start of each term, plus some additional dates arising outside of the centre.

Volunteers usually work with a student for two hours per week. On completing Volunteer Tutor Training, will you be able to commit to volunteering for two hours per week with Coolock Darndale Adult Literacy Service for at least twelve months?

Yes

No

6. Where did you hear about Coolock Darndale Adult Literacy Service?

7. Is there any further detail that you would like to add to your application?

Please provide us with the names and details for two referees we may contact with regard to your application:

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Email: _____

Email: _____

