



Government of Western Australia  
North Metropolitan TAFE

# Adult Migrant English Program

# AMEP



## Becoming a Home Tutor

## Information for new volunteers



**AMEP**

**Adult Migrant English Program**

North Metropolitan TAFE

Corner of Oxford and Richmond Street

LEEDERVILLE

T (08) 9202 4354

E [amepvolunteers@nwtafe.wa.edu.au](mailto:amepvolunteers@nwtafe.wa.edu.au)

W <http://www.central.wa.edu.au/AMEP>

# WELCOME TO AMEP, NORTH METROPOLITAN TAFE



If you would like to become a home tutor at the Adult Migrant English Program (AMEP) giving one or two hours per week to help our students to improve their English skills, this booklet will help you to understand the AMEP and the role of the home tutor.

We welcome you to the Program and thank you for making a difference to the lives of new migrants to Australia.

## About the Program

The Adult Migrant English Program (AMEP) teaches English to migrants for use in everyday life. They will learn about Australia and the people.

The AMEP is funded by the Australian Government and managed by the Department of Education and Training. Eligible clients are entitled to up to 510 hours of English language tuition. There are four course levels from the course in Preliminary Spoken and Written English (CSWE) through to the CSWE 3. The AMEP at North Metropolitan TAFE services Perth and the community north of the river.

## Course Outline

The course concentrates on improving language and literacy skills to assist clients in applying for further education and training, to help seek and maintain employment and to participate in the community.

Topics covered include:

- visiting the doctor
- managing finances
- legal and justice system
- rights and responsibilities
- water safety
- government issues
- current affairs
- Australian culture

All courses lead to qualifications in the Certificate in Spoken and Written English (CSWE).

## AMEP Clients

Clients enrolled in the program have been granted permanent government visas. They have little or no English and come from a wide range of cultures and countries, including migrants choosing to live and work in a different country and refugees fleeing from world conflict areas. It is important to understand that you may work with students who are torture and trauma survivors.

Clients participating in the program want to improve their English skills to be able to communicate at work and in social settings and essentially improve their job prospects. On completion of the course, many clients choose to continue to study at college or University.

## Role and Expectations

When you sign up to volunteer with the AMEP, we will organise for you to attend an induction session to give you an introduction into the program and explain the Home Tutor Volunteering Scheme and application process.

As a home tutor volunteer, you will be suitably matched with a client. You will be given their details and asked to make contact to arrange a meeting either in their home or a public place, e.g. a library. We ask you to commit one to two hours a week of your time with a client to help improve their speaking, listening, reading and writing skills.

## Training and Resources

Home tutors receive ongoing support and have access to a range of books, worksheets and learning materials. It is important for you to attend a one day training course on the topics below to help you in your role.

### Cultural Awareness Training

In this training session we will explore with you the refugee experience and the backgrounds of our clients. You will gain a deeper understanding and an awareness of their needs as learners.

### Teaching English (Part One) Training

To give you an insight in learning and teaching a foreign language, we will examine real and abstract learning concepts. The session covers grammar and analyses the function and form of grammatical structures, sound, stress and intonation.

### Teaching English (Part Two) Training

Building on knowledge acquired in part one, this training session will focus on reading, writing, listening and speaking.

### Using Resources Effectively Training

This practical workshop will review the resources that are available to you. You will be shown different teaching techniques to help you interact with AMEP clients.

## The Benefits

- Help migrants to improve their English
- Gain exposure to teaching
- Access free training
- Receive regular updates
- Develop your own English language skillset
- Acquire excellent recommendations
- Join a friendly learning environment with a supportive network
- Invites to volunteering events

## Procedures



If you have any concerns in your volunteering role contact the AMEP home tutor volunteer team:

**Telephone:** (08) 9202 0478 or (08) 9202 4354

**Email:** [amepvolunteers@nmtafe.wa.edu.au](mailto:amepvolunteers@nmtafe.wa.edu.au)

## Policy

### Insurance

AMEP volunteers engaged in duties are covered by insurance, excluding direct travel to and from the client.

### Disclaimer

Volunteers who operate outside the framework of the organisation or outside the position description will not be covered by insurance (see above).

### Use of Motor Vehicles

Transporting clients and their families in personal cars is not a requirement of the program and if acted upon, is the full responsibility accepted by the volunteer.

### Privacy Statement

The AMEP takes reasonable steps to ensure that your personal information is accurate, complete and up to date. We are committed to protecting your privacy. Under the Privacy Act 1988, information collected by the organisation is for the purposes of the provision of its services to you and for no other purpose.

AMEP Home tutor volunteers are required to respect the confidentiality of their client as well as any sensitive information obtained through their work.

### Risk Assessment

All clients currently enrolled in the AMEP have attended an interview with a counsellor. We understand that there are certain risks associated with meeting a stranger and also entering a stranger's home and recommend that you take the necessary steps to feel safe and secure in your volunteer role by taking some of the following steps:

- Always use the address and contact numbers supplied to you by the AMEP
- Always agree the meeting times in advance with your client, so they know when to expect you
- Tell someone where you are going and what time you are expected back
- Carry a mobile phone with you

### Additional Information

- You are entitled to work in a smoke free area
- You should feel comfortable with parking or other relevant transportation methods
- You have the right to work in an environment that is appropriate for your volunteering activity
- Should you feel unhappy with any aspect of your home tutor role, we recommend that you leave immediately and contact the AMEP Home Tutor Coordinator.

## Who can Apply

- If you have been thinking about volunteering and want to help migrants learn English, we encourage you to contact us.
- North Metropolitan TAFE students currently studying CSWE Certificates III or IV.

All volunteers in the program are required to obtain:

- A Department of Education National Police History Check – see AMEP volunteer coordinator for form and details for a full refund.

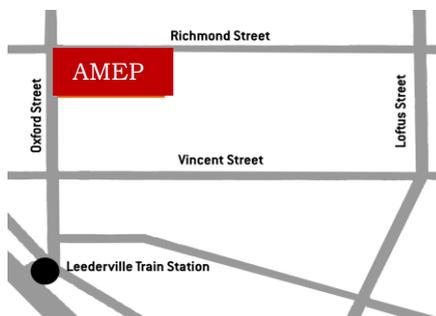
## Contact AMEP

For more information, please contact the AMEP Volunteer Team

**Address:** AMEP  
North Metropolitan TAFE  
(Block B)  
Corner Oxford & Richmond Streets  
Leederville

**Telephone:** (08) 9202 0478 or (08) 9202 4354

**Email:** [amepvolunteers@nmtafe.wa.edu.au](mailto:amepvolunteers@nmtafe.wa.edu.au)



*Helping new migrants settle into a new country is a challenging and rewarding experience.*

To the best of our knowledge, this information was correct at the time of print.

All information generated for and owned by the College © North Metropolitan TAFE 2016.