



Most Commonly Asked Questions for Potential New Literacy Tutors

What are the requirements to become a tutor?

- Complete a 13 hr. in-house tutor training workshop using the world-renowned Laubach method. 100 % attendance required for certification.
- Provide 3 references
- Commit to a minimum of 6 months
- Must have a high school diploma or equivalency

What is the first step?

- Call 905-871-6626 and speak to our Volunteer Co-ordinator
- Fill out an application form
- Meet with the Program Co-ordinator for an interview

How often are the tutor training workshops held?

- Workshops are held twice a year, one in the spring (April) and the other in the fall (October)
- Typically held on Saturdays from 9:00 am to 4:00 pm and two evenings the following week from 6:00 to 9:00 pm.

What will I learn during tutor training?

- Training will orient you the Literacy Council policies & practices
- Introduce you to the Laubach method & other teaching strategies
- Learning styles, lesson planning, Language Experience Approach
- Speech sounds & patterns, goal setting, learning outcomes

Is there a cost for this training?

- The cost of the workshop is \$15 (includes all materials)
- Annual membership fee of \$15
- Includes Professional Development workshops
- Conferences
- Voting privileges at the AGM
- Discounts to area businesses

How do I get a student?

- Matches are based on how you answer certain questions gathered on the application form; availability, type of learner, location, previous experience.
- Program Co-ordinator will call you and make arrangements for you to meet your student before you start your lesson

Must I speak another language or have teaching experience to become a tutor?

- Do not need to speak another language - remember if you choose to help an ESL learner, they want to learn English and that makes you the expert!
- No prior teaching experience is necessary

How do I know what resources or books to use?

- Once the Program Co-ordinator assess a learner, she chooses the books (these books you will already be familiar with from the training received at the workshop) that are appropriate for their reading level and goals indicated on their Individual Training Plan (ITP).
- The ITP is developed by the Program Co-ordinator and student that indicates skills they already know and skills needed to reach their goal. This is given to every tutor for guidance.
- All books are provided on loan to the tutors and must be returned to the Council when finished.
- Learners can keep their workbooks

How often and where do tutors and students meet?

- Our policy is to meet in a public place
- Libraries, YMCA, churches, or other community donated sites
- Once a week minimum; 1 - 1 ½ hrs.

What is the commitment?

- Minimum 6 months
- Some partnerships go as long as a few months to a few years and longer
- Depends on when goal is reached

What if I want to take a vacation or need a little time off?

- Let the Program Co-ordinator know and she will make other arrangements if necessary to replace you while you are away.