



Upgrading and University Preparation Department Volunteer Adult Literacy Tutor Training

This fee free, 45 hour training opportunity consists of 27 hours of instruction and 18 hours supervised practicum. It is designed for volunteers or professionals who want to develop or advance their ability to tutor literacy-level learners in post-secondary or community settings.

Although the training focus is on the adult literacy learner, many of the instructional techniques and principles of literacy acquisition are also relevant to children and adolescents. Basic techniques for teaching reading and writing will be covered, as well as an introduction to learning disabilities, numeracy, English as a second language, and effective lesson planning.

Practicum Requirement

Participants will complete an 18 hour practicum requirement in a UFV upgrading classroom, located either on-campus or in a community-based setting (e.g. six, 3-hour classes). This supervised experience provides volunteers an opportunity for skill development and integration of theory into practice. Most participants are ready to begin their practicum placement after completing the first 2 sessions of training.

Practicum evaluation will be based on personal suitability for volunteer tutoring evidenced by:

- Effective interpersonal skills in dealing with learners and other personnel involved in instructional settings (e.g. peers and supervisors)
- Use of a variety of instructional strategies in teaching reading, writing, numeracy or computer use
- Ability to plan and carry-out a lesson built around learner needs
- Ability to self-evaluate own performance using reflective practice techniques

Dates and Locations

Six classes are offered in sequential order on alternating Saturday mornings (4 ½ hr sessions) on both the UFV Abbotsford and Chilliwack campuses. Participants unable to attend a particular class on one campus are welcome to attend on the other. For 2010-11, classes will be offered in both the fall and winter semesters.

Basis for Admission

- BC secondary school graduation or equivalent, or post-secondary training in a relevant field
- Good oral and written communication skills, as evidenced by letter and interview
- Willingness to commit to tutoring for a minimum of 3 months

To register as a volunteer outreach Worker for Literacy, contact:

Debbie Denault

Chilliwack Community Literacy Coordinator

(604) 792 0025 x 2434

debbied@chilliwacklearning.com

Volunteer Literacy Tutor Training Outline

- Session 1
- Introductions & program information
 - Current definitions of literacy
 - Volunteers' rights and responsibilities
 - Learners' rights and responsibilities
 - What should volunteers expect?
- Session 2
- What we know about adult learning
 - Learning styles
 - Recognizing learning disabilities
 - Communication skills for tutors
 - Active vs. passive learning
 - The learner centred curriculum
 - Intro to lesson planning
- Session 3
- Learning to learn
 - The writing process, purposes, perspectives
 - Life experiences approach - expressive writing
 - This is my life approach – functional, survival, workplace
 - Choosing and creating material
 - Creating a lesson plan
- Session 4
- The reading process
 - Good reader strategies
 - Word attack skills
 - From decoding to comprehension
 - Cueing systems
 - Comprehension strategies for active readers
 - Strategies for developing reading fluency
- Session 5
- i) ESL
 - Developing cultural sensitivity
 - Tutoring techniques and tips for ESL learners
 - Assessment of ESL learners (Canadian Language Benchmarks)
 - ii) Numeracy
 - Concepts versus procedures
 - Overcoming math anxiety
 - Building relevancy
- Session 6
- Techniques for teaching spelling
 - Evaluation of learning
 - Issues in Learner Assessment
 - Practicum Evaluations & Volunteer Placement



Upgrading and University Preparation Dept.

Volunteer Adult Literacy Tutor Training

Fall 2010

Time: 9:30 AM – 3 PM

Session 1	September 18, 2010 – Chilliwack (CH)	
	September 25, 2010 – Abbotsford (AB)	
Session 2	October 2	CH
	October 16	AB
Session 3	October 23	CH
	October 30	AB
Session 4	November 6	CH
	November 13	AB
Session 5	November 20	CH
	November 27	AB
Session 6	December 4	CH
	December 11	AB

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