



**CLASS** Vermilion River Adult Learning

*Lifelong learning...it's our business*

Dear Prospective CLASS Literacy Tutor:

This package is for your interest and gives you some background information to help you decide whether you wish to become a volunteer literacy tutor for CLASS. Here are the steps in becoming a CLASS volunteer literacy tutor.

1. Read information on being a volunteer literacy tutor.
2. Fill out the application forms and submit to Literacy Coordinator.
  - a. Tutor Profile with 2 reference contacts
  - b. Tutor Self-Assessment
  - c. Confidentiality agreement
  - d. FOIP form
3. Obtain a Criminal Record Check through the RCMP and submit with your application form.
4. Meet with the Literacy Coordinator for an interview.
5. Attend tutor orientation.
6. Read tutor training manuals or online resources.
7. Wait to be matched! When a student who matches your skills and schedule becomes available in your area, the coordinator will contact you.
8. Initial meeting with you and the learner with the Literacy Coordinator. An agreement will be signed to make sure everyone understands their commitments.
9. Literacy coordinator will meet with you to discuss your student's specific goals, and make a strategic plan. Ideas and resources will be given to you to support you. However, it will be up to you as the tutor to research further resources for your student or to ask the literacy coordinator for more resources or support.
10. Review goals with your student. A feedback form from the Literacy Coordinator will be given twice per year to keep informed of your progress, report hours, and provide resources and/or assistance.
11. Attend further training when offered.

If you have any questions, please feel free to contact me. On behalf of the adult learners, CLASS and Alberta Advanced Education, thank you for your interest in helping others improve their literacy skills.

Sincerely,

*Lindsay Carton*

CEO and Literacy Coordinator

**CLASS**