



Students Participating in Community Enterprises

Literacy & Numeracy Program Information for Volunteers

What is SPICE?

SPICE stands for Students Participating in Community Enterprises. SPICE assists young people between the ages of 12 and 15 (who are at risk of dropping out of school) find work experience and training in an area of work that they are interested in. Work experience is initially for 1 day per week over 4 weeks. We have many students who remain on the program for a year or more.

Students can request assistance with workplace literacy and numeracy. The SPICE Literacy and Numeracy Co-ordinator then matches these students with a trained volunteer tutor who helps them with workplace literacy and numeracy skills.

Students and tutors meet for 1 hour a week. Drawing on the students' work experience the student completes 'work relevant' literacy and numeracy modules based on the most popular areas for work placements.

The learning modules are: 'On the Farm', 'Automotive', 'Hairdressing', 'Working in Retail / Hospitality' and 'Woodworking'. Others modules are developed as required.

Who do we need to volunteer for the SPICE literacy and numeracy tutoring program?

SPICE requires people who have an interest in or experience in working with young people. No formal qualifications are required.

What are the aims of SPICE?

SPICE aims to help students remain at school to complete their Year 10 Certificates.

The work placements and the Literacy and Numeracy program allow students to successfully experience the world of work and the essential work skills required for the industry of choice. This increases students' self esteem, motivation and access to study and career pathways.

Why is the SPICE Literacy & Numeracy program so necessary and valuable for students?

There are many reasons why students can experience difficulty coping with the school environment. For students with learning difficulties or reduced Literacy and Numeracy skills, these problems are intensified. If you decide to volunteer for the SPICE program, you will be helping those students who are most at risk in our community. Not only will you be helping students with their literacy and numeracy skills, you will be building their self confidence and their ability to successfully participate in study and work and be productive members of our community.

Why is the work placement component so necessary and valuable for the students?

The SPICE Program is designed to assist students who are finding it difficult to cope at school for five days a week. Through the program, students are able to meet people in the workplace who become their workplace mentors. Students are able to learn about the workplace and gain new experiences outside of the school and the home environment. Students are able to make new friends and learn different skills in the workplace. They are able to leave school for an allocated period of time (initially one day per week for four weeks) and find out what it is like to work in their area of interest. Students give preferences as to where they would like to work, all work placements are voluntary and are supervised by the SPICE Team.

What do SPICE students learn on the Literacy & Numeracy Program?

Students can choose one learning module from the following areas to assist them with their Literacy and Numeracy:

- ✓ Farming
- ✓ Automotive
- ✓ Hairdressing
- ✓ Retail / Hospitality
- ✓ Woodworking
- ✓ General literacy and numeracy skills

The material the tutors and the students use is directly related to the individual student's choice of work placement.

The material is presented using real problems, activities and materials from the work placement and industry they are in. We believe this approach engages the student and highlights the relevance of study to them.

What do volunteer tutors do?

Volunteer tutors are trained in the use of the modules and matched with a suitable student for 1 hour a week of tutoring at a venue convenient to both the student and the tutor. Suitable venues could be: at the student's home, work experience placement, the local library, or at Volunteering ACT. Hands on activities may require visits to other venues such as shopping centre's or workshops. If computer access is needed this can be arranged through the SPICE Literacy & Numeracy Co-ordinator.

What do I need to do to become a volunteer?

1. Fill in an application form
2. Have a short interview
3. Receive training in using the learning modules.
4. Undergo a satisfactory police check to ensure students safety.
5. Be matched with a student aged 12-15, tutor the student for 1 hour a week at a mutually convenient location (student's home, local library, SPICE office etc)
6. Chat to the SPICE literacy & numeracy Co-ordinator by phone , email or in person at least once a fortnight.
7. Attend optional tutor forums once a term to improve your skills, discuss concerns and meet other volunteers.

Why should I volunteer for SPICE?

Volunteers are greatly appreciated by SPICE. Without your support the program couldn't run! Thank you very much for giving us your time and considering volunteering for our very valuable and rewarding program!

Who is in charge?

The SPICE Literacy and Numeracy Co-ordinator is responsible for: recruitment, training and matching volunteers with students.

The SPICE Literacy and Numeracy Co-ordinator provides support and ongoing opportunities for training to volunteers during an optional monthly support meeting for Volunteers. Volunteers can meet the SPICE Literacy and Numeracy Co-ordinator and other volunteers and pass on their tips and hints in a friendly and supportive atmosphere.

Students, Families and Volunteers participating in the Literacy and Numeracy tutoring program can speak to the Literacy and Numeracy Co-ordinator in person or over the phone each fortnight or whenever assistance is needed.

Insurance

Public Liability insurance cover to the value of \$20,000,000 and volunteer workers' personal accident insurance is provided for every student placed on the SPICE Program.

To find out more about the program please contact:

Karan Day-Kahl on 6251 4060 or on litspice@volunteeract.org.au