



Students Participating in Community Enterprises

SPICE Tutor Application Form	
This information is held in confidence and is only used for the purpose of the SPICE program, unless our duty of care requires disclosure.	
Surname:	DOB:
Given Names:	
Address:	
Home Phone:	
Work Phone:	
Mobile Phone:	
Please indicate which number is the best to reach you on and the most convenient time to call.	
Email Address:	
Which day(s) are you available to volunteer:	Mon Tues Wed Thurs Fri Weekends You may choose to tutor in the afternoon, evening or at the weekend. Times will be negotiated individually with each tutor/student pairing.
Which locations are you able to attend	Belconnen Gungahlin North Central Queanbeyan South Central Tuggeranong Western Creek Other
Drivers Licence Number:	
Is your car comprehensively insured?	
Signed:	Date:

Office Use Only

Contacted:	Date:	Entered on database:	Date
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SPICE Volunteer Tutor Application Form

The Following questions will help us determine who you will be matched with. We will do everything possible to meet your requirements, however a suitable match may not always be found.

What are your interests and hobbies?

Do you have any experience in the following areas/industries?

- Working with young people
- Teaching/Student teacher
- Literacy
- Numeracy
- Automotive
- Farming
- Retail
- Hairdressing
- Trades
- Other cultures or languages
- Other learning, teaching or business experience

Please outline your experience, including any qualifications:

What experience have you had working with young people?



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Describe your current family situation (eg single, partnered, children etc)

Describe your current work situation (eg homemaker, any volunteer or paid work)

Why are you interested in becoming a volunteer tutor with SPICE?

Many of our students may have had negative experiences of school and life. What are the experiences and skills you would bring to the role of a volunteer literacy and numeracy tutor?

Thank you for your application, it is much appreciated. Karan Day-Kahl, SPICE Project Co-ordinator (Literacy & Numeracy) will contact you within the next two weeks to discuss your application.



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PARAMETERS OF THE TUTORING RELATIONSHIP

Tutors to read and sign

The purpose of the SPICE tutor relationship is to assist the student to develop and practice the literacy and numeracy skills required to work in the industry of their choice and to make a satisfactory transition from compulsory education to further education, training or employment or a combination of these.

- The SPICE Literacy and Numeracy program allows tutors to tutor up to two (2) students concurrently
- A tutor is not permitted to attend the student's home unless the parent/guardian is in attendance. In the absence of a parent/guardian, all visits/meetings should be conducted in a public place such as the local library
- Tutors, in general, are not permitted to give gifts to their student.
- Tutors and students are encouraged to exchange personal contact details once written permission has been obtained from the students parents (prior to or at commencement of the program).
- All approved activities * should be directly related to the purpose of the relationship (as stated in the Tutoring Agreement) between the tutor and the student.
- Tutors are not permitted to engage in activities with or for the parent/guardian (eg shopping, job seeking).
- Other activities where the tutor is invited to participate with the student and the parent/guardian (eg BBQ) are at the tutor's discretion.
- All tutors shall determine prior to entering into a tutoring relationship if a conflict of interest exists with the student. Any potential conflict should be discussed with the Program Co-ordinator prior to the commencement of the relationship.



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- All information discussed between tutor and student shall be held in strict confidence.
- All SPICE Literacy and Numeracy tutors shall follow current policy, legislation and practices of the relevant Govt Dept. as advised by the Program Co-ordinator
- All SPICE Literacy and Numeracy tutors shall maintain moral and ethical standards.

* An approved activity is an activity involving the tutor and student, which is not based at the School and is approved by the parents, the school and the Program Coordinator.

I, (print full name) acknowledge and agree to abide by the SPICE Literacy and Numeracy Parameters as stated above.

Signed..... Date.....



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SPICE Program Code of Practice

As a volunteer at SPICE I recognise that it is my obligation and responsibility to practice and adhere to the principles of confidentiality in regard to the students and volunteers of this program. The principles of confidentiality that I will adhere to include the following:

1. I will not discuss students or volunteers with persons not employed by SPICE.
2. I will keep in the strictest confidence any information about SPICE students that I acquire as a volunteer.
3. I will show all the people that I work with my respect, regard and value for them by keeping conversations and information strictly confidential.
4. I will not discuss issues in public places or where there is a possibility of others overhearing confidential information.
5. I will not discuss SPICE students with people who are not a part of the SPICE program unless given written permission to do so by the students' guardian. This may only be changed in an emergency.
6. All written material will be securely maintained.

Confidentiality and Code of Practice Agreement

1. I have read and agree to abide by the Code of Practice for volunteers of the SPICE program.
2. I agree that I may withdraw or the Manager of the SPICE program may withdraw my services if it is deemed I am unsuitable
3. I understand that personal information regarding all persons who are associated with the SPICE program is strictly confidential.
4. I will not divulge information acquired with my work at SPICE except with the consent of the SPICE management or his/her delegated officer.

Name.....

Signature..... Date

Witness Name

Signature..... Date



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Please provide contact details of two people who could provide a personal/character reference for you. These referees should have known you for more than two years.

Referees:

Referee (1)

Name _____

Address _____

_____ Postcode _____

Telephone Number _____

Relationship to you (please tick):

- friend
- relative
- neighbour
- employer
- other (please provide details)

Referee (2)

Name _____

Address _____

_____ Postcode _____

Telephone Number _____

Relationship to you (please tick):

- friend
- relative
- neighbour
- employer
- other (please provide details)



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Completed Application Form Check List

Have you:

- completed the SPICE Tutor Application Form and signed the relevant pages?
- completed the AFP Application Form either the manual (hand written) or on screen (typed) form?
- added code number 37 for the purpose of the police check?
- printed both SPICE and AFP Forms?
- attached a photo id to your AFP application form?

When the above forms are complete, send your completed application forms to:

Karan Day-Kahl
SPICE
P O Box 48
BELCONNEN ACT 2616

Or you can fax the application forms to:

Karan Day-Kahl
02 6251 4161

Or if you have access to a scanner your can email your completed forms to

litspice@volunteeract.org.au