



## Adult Learning Volunteer Application

# Section A

## Personal Details

Name	Phone
Address	Mobile
	Email
Postcode	

## About You

What skills do you think you could bring to the service?

Tell us about your experiences of supporting someone, either through paid or voluntary employment.

What about your health? Is there anything we need to know to keep you safe or to support you joining the service?

Which volunteering roles are you applying for? (Tick one or both)

Adult Literacies Tutor ☐

Adult ESOL Tutor ☐

Data Label: Sensitive

# Section B

Can you tell us about a prior learning experience? Describe what you felt was effective or ineffective.

Educational Experience:

Tick the box which demonstrates the highest level of qualification you have

No Qualifications <input type="checkbox"/>	Access 1/2/3 – Standard Grade / Foundation <input type="checkbox"/>	Intermediate 1 / General Standard Grade / SVQ 1 <input type="checkbox"/>	Intermediate 2 Credit Standard Grade / SVQ 2 <input type="checkbox"/>	Higher <input type="checkbox"/>	Degree Post Grad <input type="checkbox"/>
Notes :					

In your opinion, what qualities are needed to become an adult learning tutor?

# Section C

We recruit volunteers through an application and selection process. Selection takes place on the basis of observations made during the Open and Selection sessions and an interview. There are set criteria volunteers need to match against. Selection continues during group placement. This gives you a chance to find out more about the work done at Adult Learning and to decide if you have the qualities and commitment we're looking for.

If you are selected, you will receive training and on-going support as part of our commitment to our volunteers. There will also be the chance, at a later date, for accreditation.

In return we ask you to:

- attend Foundation & Stage 1 Training
- volunteer in a group for 2 hours per week,
- commit to an additional 4 hours of in-service training throughout the year, spread over 2 sessions
- commit to volunteering with us for at least a year

Are you able to make a commitment to the service by:

Undertaking Foundation training                      yes ☐    no ☐

Helping the service for at least one year                      yes ☐    no ☐

Working as part of our team                      yes ☐    no ☐

Undertaking appropriate, ongoing training                      yes ☐    no ☐

Please provide details of two referees:

Name	Name
Address	Address
Email	Email
Phone	Phone

Finally, is there anything else you would like to tell us or you feel we should know about your application to volunteer with West Lothian Council Adult Learning Service? (Failure to do so may result in termination of your progression with our service.)

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- PVG– Protection of Vulnerable Groups Scheme. Volunteers may require a Disclosure Scotland criminal records check. This scheme checks that potential volunteers are not barred from working with protected adults or children and is not restricted to convictions. Further information will be given at Open and Selection but you can discuss matters in confidence with the Adult Learning at any time on 0800 731 1831.

***Data protection: This information will be treated as confidential. All information collected by West Lothian Adult Learning Service will only be used for analysis and statistical data. If you wish to discuss this further please contact the Adult Learning Manager on 0800 731 1831.***

Signed \_\_\_\_\_

Date \_\_\_\_\_

Data Label: Sensitive