University of Reading

Student Tutoring – Application Form

Personal *(please use block capitals and delete as appropriate)   Details marked * will be used for Police Checking so must be the full and formal versions of your name.   Items marked # may in certain exceptional circumstances be passed to a school or another volunteer*
Please print clearly

Forenames* _____   Surname* _____

Any previous names (give details)*   _____

Date of Birth* _____   Male / Female

Term Address   _____

_____Postcode_____Tel/ Mobile No_____

Home Address   _____

_____ Postcode_____Tel No_____

University e-mail address #   _____

Student Record Number on Library card (8 digits)   _____

Do you have your own transport?   Car / Motorbike / Bicycle / None

Academic

University Department of   _____   or Randolph College

Course of Study   _____   Year of Study   1st / 2nd / 3rd / 4th / Postgraduate

Are you registered with the University of Reading as a 'Visiting Student'?   Yes / No

If yes when will you be <u>completing</u> your stay in Reading?   Christmas / Easter / July

Are you a non-EU International student   Yes / No

If Yes do you have a Tier 4 Student Visa   Yes / No

If No please give the full title of your type of UK entry document   _____

A Level Subjects ./ Other Qualifications   _____

_____

Languages other than English spoken and level of fluency   _____

Tutoring Preferences
Students normally select their school and subject at the Student Tutoring training session. The information here will help us find a suitable placement for you if you do not find one at this session. It also encourages you to think about the nature of the help you would like to give.

Which age group would you prefer to work with? *Indicate order of preference 1- preferred, 2 interested 3 – not interested*

Junior (7-11) _____   Lower Secondary (11-14) _____   Upper Secondary (14-18) _____

Would you be prepared to work with special needs / disabled pupils   Yes / No

Which subject areas would you feel able to tutor in? Please include any areas you feel competent in eg music, art, computing, sport etc?
1 _____   2 _____   3_____

Dates you are available *(we assume you will be available on Wed pm unless you state otherwise) Tutoring is normally in University term-time only*

From: _____   To: _____

Experience

If you have any experience of tutoring please state where and for how long _____

_____

_____

_____

Protection of Children

In the interests of protecting the children we are helping from any improper behaviour most participating schools request that DBS (Disclosure and Barring Service) checks are made on all our Student Tutors. A Yes answer to the question below does not necessarily prevent you from participating the scheme.

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line   Yes/No
with current guidance, if a DBS check were to be conducted
Filtering criteria can be found at https://www.gov.uk/government/publications/dbs-filtering-guidance

Have you ever had a medical condition or other event which could have a bearing on your suitability to   Yes / No
become a student tutor?

Conditions of Student Tutoring Scheme

The Student Tutoring programme consists of:
a) A training session
b) Tutoring in a local school on one half-day per week (usually Wed pm) for a minimum of 10 weeks.
c) If required by schools, Local Education Authorities or the University, completion of a DBS Police check. Conducted free of charge by the Co-ordinator after allocation to a school. Upon receipt of your Disclosure you agree to show it to the Co-ordinator *and* the school within two weeks of issue.
c) Completion of an evaluation form

 Participation in all elements is essential before a certificate or credit can be awarded

I certify that the information I have entered on this form is correct and that I agree to the conditions of student tutoring including Police Checks as required.

Signature/Name_____   Date _____

If you wish your Tutor to be aware of your participation in the scheme, you may wish to invite him/her to sign below:

Tutor's Signature _____   Date _____

Acceptance and participation in the Scheme is at the discretion of the University and subject to the agreement of the relevant school(s). Please note that neither your institution nor the school accept liability for student tutors' travel which is made in a voluntary capacity. Ensure, if using your own vehicle in a `business' capacity, that your insurance provider has been notified of occasional business use. Travelling to and from a school with or without passengers is classed as `business` usage.

Police DBS checks – Most schools require volunteers to obtain a DBS check. This will be administered by us before you visit your school free of charge. For proof of identity you will be required to provide your passport, NI and driving licence numbers if these have been issued to you. You will also need to provide originals of the 1 or more of the above documents. You will also need to provide proof of your home or current address from an approved document such as a Bank or Building Society Statement, Work permit or visa, utility bill, P45 or P60.   Rules for proof of identity are strict and we recommend you check the requirements at: https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide

To avoid delays in starting your tutoring please arrange to have your correct identification documents with you when requested

Thank you for completing this form. Please return it to: Judy MacDevitt, Student Tutoring Co-ordinator, G19 Blandford Lodge, Whiteknights, RG6 6AH or email to: studenttutoring@reading.ac.uk

If you need any further information please email j.macdevitt@reading.ac.uk