

TEACH OUTREACH



GUIDELINES FOR EDUCATION STUDENTS

WHAT IS TEACH OUTREACH?

Teach Outreach is a volunteer placement program delivered within the School of Education, University of Newcastle. Teach Outreach seeks to build genuine partnerships with schools, early childhood centres and community-based organisations. The concept is that a school, centre or community partner proposes an activity that requires one or more student volunteers. If the activity is considered suitable, it is promoted to students enrolled in Education programs. Students who would like to do some volunteer work contact the community partner directly. Participation in Teach Outreach appears on the student's Higher Education Graduation Statement (AHEGS).

Teach Outreach is based on the principle of reciprocal benefit. This means that all participants potentially benefit. The Student benefits from being involved in activities that will enhance professional knowledge and skills. The community partner benefits from having student assist them in implementing projects and/or activities. The School of Education benefits from forging closer links with our local schools, centres and community groups.

WHAT VOLUNTEER OPPORTUNITIES ARE AVAILABLE?

Schools, early childhood centres and community-based organisations often need volunteers to assist in running a variety of educational activities. These can be one-off events such as a sports carnivals, or longer term programs such as in-class literacy or numeracy groups.

To be suitable for the Teach Outreach program, activities must meet the following criteria:

- The activity is purely voluntary (that is, the student is not paid for undertaking the activity);
- The volunteer is not undertaking the work that would have been done by paid employees;
- The project is supervised and structured; and
- The project would be of interest to pre-service teachers and build their professional knowledge and skills.

WHAT ARE MY RESPONSIBILITIES?

Student volunteers are required to act in a responsible and professional manner befitting teacher education students. **This includes serious consideration of whether you can commit to the activity for its expected duration.** (This does not mean going for visit 1 of an advertised 10 visits required.) (You should be punctual, respectful, and enthusiastic, and dress in a way which is acceptable to the school, centre or organisation. If you are to be absent, then you need notify the Teach Outreach partner. **Prolonged absences should be discussed with the partner organisation so that a mutually beneficial outcome can be agreed upon.** This means if you are planning to form a regular arrangement with the partner

but also plan to participate in any course related professional experience, you will need to discuss your attendance with the partner prior to that point.

[A checklist to guide you through the Teach Outreach process can be found at the end of this document.](#)


WHAT ARE THE RESPONSIBILITIES OF THE COMMUNITY PARTNER?


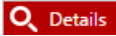
Community partners have the same responsibilities towards Teach Outreach volunteers as they do with other volunteers that undertake activities within their organisation. Community partners are required to have a process for inducting, supporting and supervising volunteers. Teach Outreach is considered a University of Newcastle work experience placement and so is covered by a number of insurance policies.

WHAT DO I NEED TO DO PRIOR TO VOLUNTEERING?

You must have met all [mandatory Education Requirements](#) and recorded your completion on the SONIA placement system. Mandatory requirements include *NSW Working with Children Check* and completion of the following online e-training courses: *Anaphylaxis e-training* and *Child Protection Awareness e-training*.


HOW DO I ALLOCATE MYSELF TO A TEACH OUTREACH OPPORTUNITY?

Log onto the  [SONIA placement system](#) as 'Student' using your University issued Username and Password and click on the **Placements** tab.

- 1: Locate the Teach Outreach Voluntary Program group and click the  button. Then select  button and locate and download **Mandatory Requirements for Teach Outreach Students and Education Placement Requirements 2019**. These are required to be administered before going further.
- 2: After you have the mandatory requirements completed you can log back onto SONIA to view the available offers. You can click the GREY arrow at the LEFT side to view the details of the offers.
- 3: Contact **the person referred to within the offer** who will be the host point for your opportunity. You should arrange a start date and/or orientation with them.
- 4: email teach-outreach@newcastle.edu.au with the activity name and start date you negotiated with the Community partner contact person.

Teach Outreach staff will then make contact with you by email to ensure you have an understanding of your requirement to record your attendance.

HOW TO I RECORD MY ATTENDANCE?

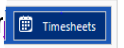
Your attendance at the opportunity is managed by using the Timesheets  button on SONIA. The hour(s) you attend will be inserted on a separate line each time and they will require APPROVAL by the Community Partner. All APPROVED attendance hours will be totalled at the completion of your visits and be recorded on AHEGS. **Your TIMESHEET must be used in order to have your volunteering formally recognised on AHEGS.**

HOW TO I COMPLETE A VOLUNTEERING OPPORTUNITY?

Some volunteering opportunities are (A) for set days/periods for things like athletics carnivals, swimming days, or things like coding sessions. Other opportunities will be listed as (B) 'year round' requirements with possibly a more flexible attendance and a 'when you can make it' set period. If you are attending an opportunity that falls into

category (B) you should be giving your Community Partner at least two weeks' notice as to when your last day will be.

Either way, on your last day you must ensure you enter your final submission on your is on the day you leave, so the host Supervisor at your Community Partner's site can approve your attendance.



Once you have all your Timesheet submissions APPROVED, please add up the **hours** you attended (not 'days').

Go to Forms tab on your SONIA account and add the "*Teach Outreach Completion Form*" via the drop down box. Complete all sections of the form, insert only the total **Approved** hours reflected on your timesheet and complete all sections on the form. Click SUBMIT.

WHAT DO I DO IF I HAVE A COMPLIMENT, OR A COMPLAINT?

If you have a query, compliment or complaint, or need to report an incident, you should contact the Teach Outreach Coordinator, Dr Daniella Forster.

If you would like to discuss Teach Outreach, you are welcome to contact the Teach Outreach Coordinator, Dr Daniella Forster daniella.forster@newcastle.edu.au

TEACH OUTREACH



CHECKLIST FOR BECOMING A TEACH OUTREACH VOLUNTEER

So, you've made the decision to expand your professional knowledge, skills and confidence. You also know that you're helping the Community by assisting facilities in implementing valuable activities. The benefits to you and your future career include establishing networks within your field and making industry contacts by forging closer links with your local area. Your **AHEGS** statement will look pretty good too!

- I have met all mandatory Education requirements outlined in [..\Mandatory Requirements for Teach Outreach.pdf](#).
- I have read and understood **Teach Outreach Guidelines for Students 2017**
- I have identified a volunteer opportunity I am interested in by logging onto **Sonia**, **JOINING** Teach Outreach, and viewing available opportunities from the purple **Review** button by clicking the **Grey** boxed arrow on the **left**. **I have also checked my Uni/work/home schedule to make sure I have the time to commit to the Community Partner's expectations.**
- I have contacted the community partner to find out more, and/or to let them know I will fill the offer and have negotiated a schedule of visits, as well as any orientation requirements they may have.
- I have then contacted Teach Outreach at teach-outreach@newcastle.edu.au to be allocated to that volunteering opportunity, and provided them my start date.
- I will receive an email request from Teach Outreach with information on recording my **Attendance HOURS** via the **Sonia** placement system **TIMESHEET** for each day that I attend the Teach Outreach volunteer placement. The Community Partner will APPROVE any submission of attendance.
- I understand it is my responsibility, *not the Community Partner*, to ensure my **TIMESHEET** is up to date as the total APPROVED hours in the **TIMESHEET** is what The University will use to upload to my **AHEGS**.

AT COMPLETION:

- At the end of the volunteer placement, I have thanked the community partner for providing the opportunity. I have added up the **DURATION HOURS** column on the **TIMESHEET** and asked the Community Partner to APPROVE the last entry.
- I have added the *Teach Outreach Completion of Volunteering Form* to my SONIA account via drop down box at Forms tab, and have completed every section, and included the **total** APPROVED duration hours as my attendance.
- At the end of the placement, I have contacted the Teach Outreach Coordinator to provide feedback on the experience (optional but appreciated).