

Volunteer and External Professional Tutor Pathway

ENQUIRY, APPLICATION AND INTERVIEW	<p>Step 1: Making an Enquiry about Volunteering with ORC Talk to a member of the ORC team regarding the tutor role and what it entails:</p> <ul style="list-style-type: none"> • Via the ORC office on 01865 779613 or info@oxfordshirerecoverycollege.org.uk <p>Start to think about your own interests and courses that could be developed for the college.</p> <hr/> <p>Step 2: Completing an Application Form Complete the Volunteer Application Form to formally express an interest in the role:</p> <ul style="list-style-type: none"> • Via http://bit.ly/restorevolunteers (or please ask if you would prefer a paper copy) <hr/> <p>Step 3: Arranging and Attending an Informal Interview Meet with a member of the ORC team and discuss the role in more detail, including:</p> <ul style="list-style-type: none"> • why you would like to volunteer with the college • your course ideas • your relevant experience • the tutor job role
REFERENCES, DBS FORM AND MANDATORY TRAINING	<p>Step 4: Providing References The ORC team will seek your references as provided by you in the application process.</p> <hr/> <p>Step 5: Receiving ORC Course Documents If successful at interview, read through the following ORC documents to help you to start to think about putting a course together:</p> <ul style="list-style-type: none"> • Course Proposal and Description Template • Guidelines for Designing Courses and Workshops • Recovery College Quality Assessment Tool • ORC Lesson Plan • Pathway to Developing an ORC Course • Course Approval Process <hr/> <p>Step 6: Filling out a DBS Form By following the link we'll send to you following your successful interview – you will also need to provide three types of ID (as described in the approved documents list).</p> <hr/> <p>Step 7: Attending Mandatory Training The following training is mandatory for all of our tutors:</p> <ul style="list-style-type: none"> • a 2-day 'Mental Health First Aid' course run by Restore, and; • a 1-day 'Induction to the Recovery College and the Peer Tutor Role' course run by the ORC (for peer tutors) • a 'Recovery College Induction' ORC Course (for all professional tutors) <p>Discuss with the ORC team these course dates and register on those that are convenient.</p>
BEGIN VOLUNTEERING	<p>Step 8: Attending Additional Training We also recommend our tutors attend additional training at some point - depending on experience and as part of your own professional development. The following training is offered and can be discussed at interview stage:</p> <ul style="list-style-type: none"> • ORC Course - Introduction to the Recovery College • ORC Course - Introduction to Recovery • ORC Course - Peer Tutor Training <p>Restore also provides training throughout the year that is available to our volunteers – let us know if and when you would like to attend any of these sessions!</p> <hr/> <p>Step 9: Beginning to Develop a Course Begin the co-production process – just ask if you want us to book a room here at Restore.</p>