What We Do

First started in 2009 by student volunteers from Raffles Institution (Junior College), the Tuition Programme has gained distinguished support from MOE Director of Schools with a Deputy Director (Schools) as our liaison. We aim to reach out to children whose parents are incarcerated and/or from low-income families, in hopes of igniting and fanning their interests in learning. To these students, this platform is an invaluable step towards breaking away from the vicious cycle of poverty.

What We Aspire

Through your efforts, we hope to:

1. Provide high quality academic environment and guidance to these students
2. Lend a listening ear for students with troubling issues
3. Instill positive values (e.g. perseverance, patience) in times of difficulty
4. Raise awareness of the work in Prisons and promote younger volunteers

What Benefits You Can Reap

Volunteers can:

1. Better understand and empathize the needs of children from disadvantaged backgrounds
2. Be intimately engaged in changing the community’s outlook for the better
3. Enhance interpersonal, cross-cultural, and leadership skills to be applied in future

In turn, we wish for the students to:

1. Enhance their interest and motivation in improving their studies
2. Understand the value of spending free time meaningfully and wisely
3. Feel supported, and gain better self-esteem and confidence
4. Learn and adopt good life values from youth tutors as role models

Who We Want

We are looking for dynamic youth volunteer tutors who have the passion to make a difference in their community!

Join us if you:

1. Are between 17 and 35 years old
2. Have ‘O’ Level (or equivalent) qualification and above.
3. Have the passion to work with the children to bring transformation in their lives.
4. Are able to commit for all the volunteers’ training and weekly tuition sessions till the end of the academic year (about 10 months excluding school holidays).
The Roles You Can Take On

To ensure continuity in this youth-driven initiative, we encourage volunteers to take ownership in running this programme. Selected volunteers will take on additional responsibilities as Student Leaders.

1) Volunteer Tutor

- Deliver quality tuition sessions to needy students from partnering schools/organisations once a week (2 hours per session in the afternoon) by:
  - Providing academic support in tutees’ preferred subject
  - Encouraging and motivating tutees in their studies
  - Keeping track of tutees’ progress (i.e. results, behaviour, and attitude in learning)

- Provide support to the Student Leaders by:
  - Submitting all documents (i.e. attendance, weekly summary reports) on time
  - Providing feedback on tutee, programme operations, and incident reports to Student Leaders for follow up with Heartware Network and teacher-in-charge

2) Leader

- On top of the responsibilities as a Volunteer Tutor, the Student Leader is expected to:
  - Oversee and take ownership of the operations in their respective schools/organisations, as the direct liaison with the respective staffs
  - Track tutors’ attendances
  - Ensure submission of documents (i.e. weekly summary reports) as scheduled
  - Gather information (e.g. feedbacks, incident report) from Volunteer Tutors, and relay them to Heartware Network
  - Assist Heartware Network in recruitment of volunteers, publicity and volunteer management.
  - Planning and organizing of the Tutors-tutees appreciation outing which will take place at the end of Term 4.
All youth volunteers who expresses their interest in joining Tuition Programme 2016 will go through a selection process of interview and training.

Here are important dates for you to mark in your calendars. Any subsequent changes will be communicated through email or messaging system.

<table>
<thead>
<tr>
<th>DATE</th>
<th>INTERVIEW*</th>
<th>TRAINING*</th>
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<tbody>
<tr>
<td>END FEB TO MID OF MAR 16</td>
<td>GROUP INTERVIEW: 1 HOUR PER SESSION</td>
<td>Mid of Mar 16 (TBC) 4 HOURS PER SESSION</td>
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<tr>
<td>VENUE</td>
<td>Heartware Network @ *SCAPE</td>
<td>*SCAPE Hubquarters</td>
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*Volunteers would only need to attend one interview and training session each.

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<thead>
<tr>
<th>DATE</th>
<th>DURATION</th>
<th>OPERATION</th>
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<tbody>
<tr>
<td>FROM END-MARCH 2016 ONWARDS</td>
<td>EVERY FIXED WEEKDAY, DEPENDING ON THE SCHOOL OR ORGANISATION. 2 HOURS PER SESSION.</td>
<td>Tuition Programme 2016 commencement</td>
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<tr>
<td>VENUE</td>
<td>In respective participating schools/organisations</td>
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<tr>
<th>DATE</th>
<th>DURATION</th>
<th>VENUE</th>
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<tbody>
<tr>
<td>WEEK 1 TO 2 OF JUNE HOLIDAY</td>
<td>3 HOURS</td>
<td>To be confirmed</td>
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<th>DATE</th>
<th>DURATION</th>
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<tr>
<td>2 NOV 2016</td>
<td>4 HOURS</td>
<td>To be confirmed</td>
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<tr>
<th>DATE</th>
<th>DURATION</th>
<th>PROGRAMME</th>
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<tr>
<td>Tuition Programme End-Of-Year Celebrations</td>
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<tr>
<td>2 Nov 2016</td>
<td>4 HOURS</td>
<td>To be confirmed</td>
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If it is not from the heart, it is not worth doing…
Timeline of Tuition Programme 2016

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<tr>
<th>Month</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
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<th>Sept</th>
<th>Oct</th>
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<tbody>
<tr>
<td>Briefing/Training of Volunteers</td>
<td>Briefing and training session x1</td>
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<td>Tuition in Progress (commencement)</td>
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<td>1 week school holidays</td>
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<td>Exams</td>
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<td>School Holidays</td>
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<td>Progress report by tutors</td>
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<tr>
<td>Review of Tuition with tutors and staffs-in-charge (meeting for feedback &amp; discussion)</td>
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How to Apply

Application is open from now until mid-March 2016, before the start of Term 2. If you are keen on joining and able to commit yourself to the programme, please follow these steps to indicate your interest:

1. If you are a new volunteer under Heartware Network, sign up for a Youth Bank account (www.youthbank.sg).
2. Access your Youth Bank account, and join the activity “Tuition Programme 2016”. Direct Event Link: https://www.youthbank.sg/?display=true&id=184
3. You will receive a call from our staff-in-charge for interview arrangements within 3 working days. An application form will also be emailed to you within the same day.
4. Completed application forms must sent to hwtadmin@heartware-network.org within 3 working days or before the scheduled interview, whichever is earlier.
5. Shortlisted volunteers will be required to attend an interview at Heartware Network Office.
6. Results of the interviews, together with follow-up details will be sent out through email within 5 days after the interview.

Contact us

Should you have any queries, feel free to drop an email to hwtadmin@heartware-network.org.

Heartware Network
*SCAPE BUILDING
2 Orchard Link
#05-07A
Singapore 237978
Tel: 6509 4414

Connect with us at:

www.youthbank.sg
https://www.facebook.com/heartware.org
https://www.youtube.com/HeartwareMedia
@heartwaresg
1) **How do I know if I have successfully signed up for the programme?**

Upon your successful registration for the programme through Youth Bank, you will receive a call for arrangement of interview from our staff-in-charge, followed by an email with an application form attached within 3 working days of your sign-up. Please fill up the application form and send it to our staff-in-charge within 3 working days of receiving the email or before the scheduled interview, whichever is earlier. Once done, you should receive a confirmation email from us. Only after all the steps above are accomplished will you be considered successfully signed up for the programme.

2) **What are the details of this programme?**

Tuition Programme 2016 will commence on Term 2 Week 1 tentatively. It will be held on a fixed weekday every week, following the schedules of the respective schools/organisations. This arrangement will continue until the end of the school year.

3) **Are there tuition sessions held on weekends or weekday nights? I am keen to volunteer but I cannot make it on any weekday afternoons.**

One of Tuition Programme’s purpose is to have students spend their time productively after school and keep them off the streets. Most schools would be closed by evening and on weekends. However, we are also looking into collaborating with organisations (e.g. children’s homes), thus opening up the possibility of weekend or night tutoring for volunteers.

4) **What is the commitment level like?**

All volunteers will be required to attend Volunteers’ Training and the weekly tuition sessions in the respective primary schools/organisations they are assigned to them. Rest assured that matches between tutors and respective primary schools/organisations will be based on geographical location for convenience. Volunteers are expected to commit to tutoring till the end of the academic year.

5) **What if I can’t make it for any training session as stated on the factsheet?**

If so, please notify the staff-in-charge, Si Jia. Please note that you will need to submit a proof of absence (e.g. MC) to be officially excused from the training. You will need to attend make-up training should you miss any of the trainings due to official reasons.
6) **What if I can’t make it for some of the weekly tuition sessions?**

We expect volunteer tutors to take ownership of their responsibilities. Besides submitting official documents as proof of absence, volunteers are expected to make arrangements in advance with the school’s/organisation’s staff-in-charge, tutees and other tutors to minimise disruption and inconveniences to the beneficiaries (i.e. participating tutees from needy families).

7) **Can I change the timing or day of the tuition session in the middle of the programme if it is more convenient for both myself and my tutee?**

As the tuition schedule is drawn based on an agreement between the school staff and the tutor’s initial availability and convenience, we discourage shifts in tuition sessions. All tutors and tutees will attend the same session on a fixed day of the week, as established between the Heartware and school staff before the commencement of the programme.

8) **What if I can’t continue the Tuition Programme and have to withdraw due to other commitments (e.g internship, overseas exchange programme)?**

As mentioned in Question 6, we expect volunteer tutors to take ownership of their responsibilities. In this scenario, it means ensuring a proper handover of tutoring responsibility, such that the affected tutees can continue to benefit from the programme.

9) **How do I get my VIA letter/hours/points?**

After the event, your VIA hours will be uploaded on Youth Bank. This is why it is of utmost importance that you join the event online.

You may download the VIA letter from YouthBank for verification with your school. Additionally, we will be emailing the separate schools and tertiary institutions (JCs, and Secondary Schools) with their students’ collated VIA hours. If you are from such an institution, Heartware Network will liaise with your school directly.

Volunteer tutors have to attend 75% of the sessions in order to receive VIA hours. Supporting documents (e.g. MC/any relevant documents) must be provided for all the missing sessions. Volunteers who fail to do so will not be able to receive their VIA hours.