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Ikamva Youth: Orientation Pack

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IKAMVAYOUTH
THE FUTURE IS IN OUR HANDS

Orientation Pack

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Santa Clara University

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IKAMVAYOUTH
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Tutor Orientation Pack

Masiphumelele

WELCOME TO

Ikamva Youth!

Dear tutor,

I want to take this moment to welcome you and thank you for deciding to volunteer at IkamvaYouth (IY). Our volunteers are the engine that drives the IkamvaYouth vehicle and without you, we would not be able to do what we do. We value you and the commitment you have made to us, and genuinely welcome you to this family of ikamvanites.

Being a tutor can be challenging; and we want to work with you to make it the best experience. This orientation pack will introduce you to IY in more detail and give you useful tips on the IkamvaYouth model and how to work with learners.

Once again thank you and welcome. I hope that you enjoy your time with IkamvaYouth!

Sincerely,

Joy Olivier
Co-founder & Executive Director

About IY

WHAT DOES IY DO?

IkamvaYouth enables disadvantaged young South Africans to pull themselves and each other out of poverty through education. IkamvaYouth is a by-youth-for-youth South African organisation that equips learners with knowledge, skills, networks and resources to access tertiary education and employment opportunities upon matriculation.

Learners in Grades 8-12 from schools around the country participate in after-school tutoring, career guidance, and mentoring provided by volunteers. Most volunteers are university students and many are ex-learners who have returned to pay-it-forward. The pedagogical approach aims to instill a culture of hard work, peer-learning, and responsibility.

WHAT IS IY TRYING TO SOLVE?

1.3 million learners start school each year in South Africa, but less than half will ever reach matriculation. Due to the harsh inequalities, black learners continuously underperform, particularly in maths and sciences, which puts them at much greater risk of joining the 33% of South Africans aged between 15 and 24 who are not employed, in education or training (NEETs). Access to South Africa's universities is limited to less than 10% of youth, and very few of those come from township schools.

IkamvaYouth is addressing this legacy of inequality by enabling township youth to improve their academic performance and access post-school opportunities that set them on the path to earning a dignified living.



WHERE ARE THE BRANCHES?

WESTERN CAPE

Makhaza	The Nazeema Isaacs Library
Nyanga	The Zolani Centre
Masiphumelele	The Masi Library
Gugs Comp	Gugulethu Comprehensive Secondary School (March 2016)
Kuyasa	Kuyasa Public Library (March 2016)
Atlantis	(To open mid-2016)

KWAZULU-NATAL

Chesterville	The Vuyani Nkosi Youth Centre
Umlazi	AA Library

GAUTENG

Ebony Park	The Siyakhula Centre
Ivory Park	The Lord Khanyile Centre
Mamelodi	Mamelodi Adult Education Centre

EASTERN CAPE

Joza	Nombulelo School Hall
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NORTH WEST

Ikageng	Thembalidanisi Primary School
Mahikeng	Danville Secondary School



IY CORE VALUES

- ✓ A culture of responsibility for self and others
- ✓ Collaboration and peer-to-peer support
- ✓ Commitment to impact through democratic processes
- ✓ Integrity and openness
- ✓ Paying-it-forward

IY PROGRAMMES

- ✓ Supplementary Tutoring
- ✓ Career Guidance and Mentoring
- ✓ Health, Leadership and Life Skills
- ✓ Computer literacy and e-learning
- ✓ Media, Image & Expression

These, together with a 2-week Winter School, make up a comprehensive model that provides learners with the information and support they need to succeed.

There are no academic requirements for entry, and participation is free of charge. In order to keep their place in the programme, learners need to meet a minimum of 75% attendance.

OUR IMPACT

IkamvaYouth has a proven track record of improving academic results. Since 2003, IkamvaYouth's learners have on average beaten the National Average pass rate every year. This academic achievement is particularly significant given that learners attend generally poor-performing township schools and make more difficult subject choices.

In 2013, an amazing 92% (including supplementary results)

of IkamvaYouth's learners matriculated, and an incredible 62% of those who passed achieved Bachelor passes (required for eligibility to university). 90% of the class of 2013 accessed post-school opportunities and 72% of matriculants accessed tertiary!



Masiphumelele Branch

INFORMATION

The IkamvaYouth Masiphumelele Branch was officially opened in 2010, building on librarian Susan Alexander's initiative to run an academic and career guidance winter programme in 2007. IkamvaYouth has been running a weekly trial tutoring programme at the Masiphumelele Library since 2009.

Learners that come to Masiphumelele are all from the township and are going to the neighbouring high schools: Masiphumelele High School, Ocean View Secondary School, Fish Hoek High School, the Rock Academy, and Waldorf School in Imhoff.

We are operating from the Masi library on Mondays and Wednesdays (from 3.30 to 5.30), Fridays (from 2.30 to 4.30) and on Saturdays (from 9.00 to 12.00). And from the

OUR LOCATION

Masiphumelele Public Library
1572 Mothapeng Road
Masiphumelele, Fish Hoek
Cape Town 7975

GPS Coordinates from Google
Maps: 34°07'42.0"S 18°22'40.6"E

Telephone: 079 885 4314

Masiphumelele Community Hall on Tuesdays and Thursdays (from 3.30 till 5.30).

Besides the library partnership, Nali'bali is running a Book Club every Wednesday and a volunteer is running English FUNDamentals every Thursday.

All our Grade 12s are paired with mentors and 75% of our Grade 11s are also paired with mentors.

In order to ensure that parents buy-in and support their child's participation in the programme, termly parent meetings are organised to report on activities and invite parents to get involved.

We also encourage the learners to be part of the decision-making by offering a space where they can take on responsibilities and be involved with the branch life.

BRANCH STAFF

Nicolas 'Nico' Commeignes Branch Coordinator

Nico joined IkamvaYouth in 2009 at the Makhaza Branch to help out with Winter School and helped start the Masiphumelele Branch in 2010. He resigned in 2013 to go to Durban but couldn't stay away; he returned in January 2015. His aims are to bring information on available careers, prepare the learners for tertiary opportunities, and create a feeling of belonging within the community.

Nico started facilitating youth groups in 2000 for the *Scouts et Guides de France* and other youth-led initiatives. He also trained youth facilitators and camp directors with *L'Union Française des Centres de Vacances* and the *Scouts et Guides de France*.

My favourite food: anything that smells good behind a door
In my spare time I enjoy: playing guitar, reading, and staring into space

If I was stranded on a desert island and could take 3 things with me, they would be: ice cubes for Zuky's water, swimming trunks, and a boule set.



Zukiswa 'Zuky' Gavu Branch Assistant

Zuky is an IkamvaYouth ex-TuXLab assistant at Makhaza in 2009 and is now Branch Assistant at Masiphumelele. She has diploma in Accounting and Financial computing and has been based in Masiphumelele since 2014. She has a great sense of working with learners from township areas. She is keen to put Masiphumelele community learners on the map for a good pass rate and to see all matriculants access tertiary institution by achieving good results and kick-starting their careers for a better living.

My favourite food: pap and vleis.

In my spare time I enjoy: socialising, spending time with my family and going to church

If I was stranded on a desert island and could take 3 things with me, they would be: water, some good books, and something to play music on.



Being a Tutor

IkamvaYouth is primarily a tutoring (and not teaching) organisation. The tutors are not teachers, and are thus not expected to know everything or be able to answer every question.

We get learners to think for themselves, and practice reading, understanding, writing/calculating, and speaking.

Our model is based on learners taking responsibility for their own learning, identifying the aspects of their work with which they need help, and ensuring that they seek support to fill in the self-identified gaps in their knowledge/understanding.

TUTORING PROGRAMME GOALS

- ✓ **High grades** in all matric subjects
- ✓ **English** speaking and writing confidence
- ✓ **Critical thinking & problem-solving** skills
- ✓ A space for **intellectual debate**
- ✓ Confidence in **working independently**
- ✓ Access to **practice material**
- ✓ **Feedback** about learners' performance
- ✓ **Active learning skills**, identifying where they need help

SUBJECTS

- ✓ Mathematics
- ✓ Physical Science
- ✓ English
- ✓ Geography
- ✓ Biology
- ✓ Life Sciences
- ✓ History
- ✓ Accounting
- ✓ Business Science
- ✓ Economics
- ✓ Life orientation
- ✓ Xhosa
- ✓ Mathematical literacy
- ✓ Tourism

WHAT YOU SHOULD EXPECT

- **Transport.** There's usually transport provided from those campuses where we have enough tutors to fill a minibus so tell your friends! Alternatively, you can use your own or public transport and be reimbursed for the costs at each tutoring session.
- **When you arrive.** When you arrive, you should indicate what subject you're tutoring, and find a group that needs help with that subject. Learners should bring the work with which they need help. To begin, learners will often not ask for help or seem that happy to see you (Teenagers!). Show an interest in them. Find out where they are in the syllabus; be inquisitive. Be genuine and they will soon begin asking for your help.
- **Tutor groups.** Learners will often organise their own groups according to grade, subject and content, but help organise groups yourself. Larger groups should be divided into smaller groups with as low tutor:learner ratio as possible, 1:5 ratio at most. Your job is to facilitate discussion and try to get each learner to engage and discuss the work they've brought.
- **Not sure where to start?** If you want to be partnered with a more experienced tutor while you start, ask your coordinator. The tutoring environment is informal and collaborative, so if you have any staff suggestions, please let us know.

WHAT WE EXPECT OF YOU

- **Time Commitment.** Honour your time commitment to the programme and the learners. Let your volunteer organisers know when you're available or if your availability changes. Be on time; this sets a good example. We understand that you're giving up your time and being late is a reality (especially with public transport!) but please show respect and let the Branch Coordinator know if you're running late.
- **Flexibility.** We work with young people, and as you know, young people are somewhat unpredictable. To help IY and the learners, please be ready to tutor in an unexpected location if required, or with different learners, or in a different subject.
- **Appropriate relationships.** Behave appropriately with learners. Do not pursue romantic relationships. Be friendly but be cautious to give too much information away. They will push you and ask you if you have a boyfriend or a girlfriend etc., but ignore these comments and stay focused on why you're there.
- **English.** Speak English with learners as much as possible. Even though it sometimes helps to use isiXhosa when explaining, remember the learners will be tested in English, and that English will probably be the instruction language when they get to university.

If you have any other problems, concerns or suggestions, please let the Branch Coordinator or another member of IY staff know. If you have a serious concern you can contact the Director, she is always happy to hear from tutors.

HOW TO BE A GREAT TUTOR

- **Role model.** Be respectful, motivated, committed and dedicated, and you will motivate the learners by your actions.
- **Group leader.** Know how to facilitate the group. Put in extra energy to make sure the learners are engaged, interested and really understanding. Give all learners equal attention, even the quiet ones.
- **Accessible.** Be open and easy to approach. Always be ready to help. Be willing to accept constructive criticism.
- **Listening & Asking questions.** Be sure you know what the learner is asking of you.
- **Patient.** Take as much time as the learner needs; learners learn at different paces. If one approach doesn't work, try another, and another.
- **Encouraging.** Motivate them! When they feel they can't learn the material, empower them to do their best.
- **Involved.** Show the learner you're interested in them. Ensure the learner knows their progress is important to you; keep your word.
- **Knowledgeable.** You can use the Answer Series and online resources to brush up on your subject.
- **Honest.** Be willing to admit when you don't know the answer. It's very important that learners see that everyone learns by asking for help! So when you get stuck, don't be afraid to get input from other tutors and learners!
- **Discipline.** Do not be afraid to discipline learners who are misbehaving or giving you attitude. If a learner is disrupting the group, it is your duty to warn them and then ask them politely to leave the group. Explain to them what it is they're doing wrong and why you're asking them to leave. If you feel they're not respecting your authority, you can involve the Branch Coordinator.

Expect the best from learners. Show the learners that you're confident that they can perform well. They will surprise you!

DEALING WITH LEARNERS

- **Attendance.** Learners must attend every day. If they miss a session, they must excuse themselves in advance if possible, and provide branch staff a letter explaining their absence.
- **Problem-solving vs. Spoonfeeding.** Our tutoring sessions model problem-solving behaviour, and it's important that as tutors we do not provide learners with the answers or 'spoon-feed' them. Due to the large gaps in the learners' knowledge there will be times where you have to provide information, but try always to get the learner to contribute as much as much as they can first.
- **Homework.** Some tutors give learners small pieces of homework for the next tutoring session. However, please be considerate when setting homework – remember that not all learners have access to a study area.
- **Phone use.** Cell phones must be turned off. If it's an emergency, ask them to step outside.
- **Respect.** Learners should treat all other learners & tutors politely and with respect. If you see rude or disrespectful behaviour, please let the staff know.

HELPING THE LEARNERS WITH

- **Taking notes.** Learners should take out paper and pens before each tutoring session, and take notes throughout. Wait until a table is ready with their pens, paper and books before offering your help.
- **Confidence.** It's extremely important that this is a safe space to say when they don't understand. Encourage them to ask questions.
- **Language.** Encourage them to speak English throughout the session as much as possible.
- **Responsibility & Organization.** Remind your learners to bring their books every day and encourage them to access the Answer Series textbooks that are kept at every branch. Promote the use of the Ikamva Youth Zone and online materials! Encourage the learners to keep their materials in files and folders.
- **Time management.** Help them conceptualise the idea of managing their time correctly; we all know that this will help them later in life. If they need help planning out their homework, help them do so.

If learners are unhappy with the tutoring they are receiving for any reason, or if they have witnessed bad behavior (by learners or tutors) it is their responsibility to let the staff or the learner reps know.

Tutor Tips

WESTERN CAPE

MAKHAZA

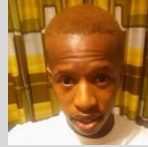


Abongile Jojozi
Maths, Science

“Always engage with learners. When dealing

with learners, you should always give them constructive feedback. Be approachable by being more of a friend than a parent.”

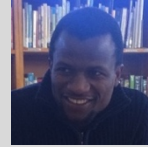
NYANGA



Sisonke Madlongwana
Business Studies,
Maths Lit, English,
Economics

“Be yourself and don’t be intimidated by learners.”

MASIPHUMELELE



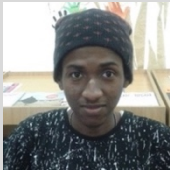
Farai Mudi
Maths

“Have a good understanding of the subject, enjoy solving problems. Don’t teach

everything but aim to lead the learner to discover the solution. Don’t work out the solution for the learner because s/he becomes lazy and dependent on you.”

KWAZULU-NATAL

CHESTERVILLE



Emeleo Njabulo Mhlongo
Accounting, Maths, Economics, Business

“Keep a professional relationship with the learners so that they respect you.”

UMLAZI



Nombuso Malanga
English, Life Science, Maths, Geography

“It is essential to have passion in helping the future generation prosper. If you lack it you will lack the patience for those who are struggling.”

GAUTENG

EBONY PARK



Erin Cron
Maths, English,
Geography

“Stay with what you are comfortable

tutoring but do not be afraid to ask other tutors for assistance if you get stuck. The tutors are an accommodating group of people who are more than willing to help you.”

IVORY PARK



Cherol Temba

“Do a follow-up regularly with the learners to see if they are improving. This will ensure that

learners appreciate you as a tutor and they won’t be afraid to approach you. Try not to favour certain learners over others.”

MAMELODI



Lesego Napo
Maths, Physics

“Follow the inner being that lead you to volunteer, be patient with the

learners, love what you do with a smile and 100% effort. Respect equally, patience and success is key, be open-minded!”

EASTERN CAPE

JOZA



Thabang Stoffel
Geography, Maths, Physical Science

“Ikamva needs commitment from tutors, and as a tutor always try to look for someone in a group who doesn’t understand. Use a learner that understands that concept to explain it to the ones that don’t understand. Always be patient.”

NORTH WEST

IKAGENG



Eugene Kuzwayo
Maths, Physical Science

“It’s not about what you are getting or benefiting, but instead the happiness of giving hope to others, giving kids in high school the hope of not only ending there, but getting where you are.

We might have not had the support we needed during our high school years, but we are here to give support to those who are now in high school. Let’s get together and make a difference.”

MAHIKENG



Mpho Modisane
Agriculture, Setswana

“Tutor with all your heart. I first came in here to keep myself busy in the afternoon, but as soon as I was accepted, all of that changed. At the end of the day, it is for us to show the learners the importance of studying and attending.”

Frequently Asked Questions



SUBJECTS

Do I only have to tutor hard subjects?

No, you should tutor the subjects that learners are struggling with and mostly need help in.

How many subjects can I tutor?

As many as you want! The more versatile you are, the better. However, it's essential that you have a minimum of 1 or 2 subjects that you specialise in.

Do I have to be studying the subject at university to be able to tutor it?

It is recommended that you are confident in the subject. It is preferable that you are studying something related at tertiary or beyond but you don't have to necessarily be studying it at university. As long as you have achieved a high matric pass and have some time to brush up on key topics, you will be fine. Branch staff can also arrange with you and make sure that you are working with younger grades i.e. 8/9 to begin with.

PREPARATION FOR TUTORING

What do I need to bring?

For the first tutoring session the new volunteer is introduced to everyone. You will be interacting with tutors and learners and becoming oriented. You may be paired with a more experienced tutor and observe how that tutor maneuvers challenges with tutoring. Having an open mind and understanding the different circumstances that you may face will assist you in better managing your tutoring experience. If possible bring paper and pens so you can use writing, pictures and diagrams to explain to the learners.

And be sure to bring a smile!

Do I need to prepare a lesson?

Every branch differs, but for the most part, no. Your curriculum and timetable depends on the learner you're tutoring; the learners drive each session. Learners come into the tutoring session with work they are struggling with from school and you come in to help them understand by the time they leave the branch. It helps to familiarise yourself with their curriculum and brush up on any topics. If you have ideas for plans or lessons, please speak up and discuss it with the branch staff!

Is there training for tutors?

Yes. Depending on the branch, training sessions for tutors take place throughout the year. Ask your coordinator when the next one is.

Are there any resources that I can use that can assist me during tutoring?

Yes, we have textbooks as reference books and study guides to assist you. You can also visit www.ikamvayouthzone.org where you can find links and downloads for resources and question papers. We also encourage learners to bring the study material they use in class (i.e. textbooks, homework exercises and assignments) to each tutoring session, as they can work on the material they are already doing at school.

TUTORING

What happens when learners say that they have nothing to do/study?

Unless they are getting 100% in all their subjects, there is always something to do. Point this out to them, ask in what subjects they are not doing so well, use resources and learning materials and set them activities and tasks. Remember though that their learning is their own responsibility so if there are other learners who are eagerly asking questions and have their books out, you should help these learners first.

Do I have to give the answers to learners?

The aim is to make sure that learners understand how to get to the answer. Understanding is much more important than the answer itself.

Are we allowed to spend an entire session with a single struggling group?

Yes, if the group really needs assistance and you feel that you are needed. You can always explain something and then set an activity to test for understanding while you help other groups of learners too.

Is there an opportunity to teach rather than tutor?

At IkamvaYouth, we encourage you not to teach the learners new material, but rather to help them understand their school work through tutoring.

Even though IkamvaYouth is primarily a tutoring organisation, sometimes there is a need for teaching. For example, to address fundamentals with which many learners are struggling, or to cover particularly difficult aspects of the curriculum.

If you are able to provide extra classes, please inform the Branch Coordinator. We can hold extra classes if needed.

What if the learner gives me a question that I don't know, understand, or remember how to find the answer to?

First, it's okay to admit to the learner that you don't know the answer to the question. Start by unpacking the question itself with the learner to see if they can get to the answer themselves. If you're still struggling, ask another tutor. If they can't help, feel free to ask a branch staff member to help you and the learner reach the answer. Consult materials offline and online (www.ikamvayouthzone.org) to assist you and the learner.

How do I control my emotions in front of learners if I have a bad day?

Try to be as professional as possible. Let your work speak more than what you are going through internally. Should you need someone to talk to, find your branch staff. We also have available contact details for psycho-social services, so please reach out. It's also ok to take a break during tutoring if you are feeling overwhelmed.

REWARDS FOR TUTORING

Do I get payment for tutoring, or a stipend of some kind?

IY does not pay the tutors, but we offer reimbursements for your transport. These may include public transportation fees (to get to the branch) and other things. Ask your branch staff about the specific for your branch.

If I'm not paid, what do I get from tutoring?

The answer to this question is different for every tutor! IkamvaYouth is a fairly well-known organisation and in the past have said that they have taken advantage of getting a reference when applying for a job. Many also simply get deep satisfaction by getting to help someone succeed. Both of these are true, as well as gaining invaluable work experience with youth, in teams, and in a growing organisation.

If you are wanting to pursue a career in youth development and in the non-profit sector, speak to the branch staff and see how you can take on more responsibility and put yourself in a great position should there be job openings with the

organisation. IY also shares information about bursaries, employment opportunities, etc.

If you don't know how to make work at IY look attractive in a job, university, or bursary application, ask your branch staff to help you!

Can a branch provide meals if I decide to tutor learners after sessions on a Saturday?

No. Unfortunately we do not have a budget for providing meals during the term. We only have a budget for planned sessions and Winter School.

OUTSIDE TUTORING

Can tutoring continue outside the branch building?

That can only happen if a learner requests, not the tutor, and only if it is a group of learners. If a learner does request this, ask your branch staff to help coordinate. Be careful not to organise 1:1 sessions privately as this is infringing upon IkamvaYouth's Child Protection Policy.