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E-TUTOR GUIDE

ESC-2-Learn strategic partnership



**THIS IS A GUIDE TO HELP YOU BECOME AN
E-TUTOR IN ESC-2-LEARN VOLUNTEERING
PLATFORM AS PART OF A STRATEGIC
PARTNERSHIP “ESC-2-LEARN”
(N°2020-1-FR02-KA205-017477)
FINANCED BY THE ERASMUS+ PROGRAM**

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DEFINITION OF KEY CONCEPTS

- “ **E-tutor:** E-tutoring refers to online-tutoring. The term online tutor includes any person undertaking a role to support and enable students to learn online effectively.
- “ **E-learning:** Today, e-learning has evolved to become an ideal tool for disseminating knowledge effectively and promoting universally and socially constructed understanding. E-learning helps to ensure equal opportunities for young volunteers and to develop their skills throughout their ESC project.
- “ **E-tutorial videos:** A goal of using video multimedia is to transform a passive viewing experience into an active learning experience. This is accomplished through "video tutorials". A video tutorial is a student handout written to accompany a specific video.
- “ **Erasmus+ & ESC 2 Learn:** Erasmus+ is a European program for education, training, youth and sport. It is not only aimed at students but many audiences from various fields, both formal and informal, in the education and training sectors ([What is Erasmus+?](#) | [Erasmus+](#)). This strategic project, called ESC-2-Learn, will adapt and structure the platform's content and services, modernize and simplify learning methods and facilitate the networking of young volunteers. Access to dynamic online training will also be facilitated by involving partners with experience in volunteering and in the creation of tools for volunteers.
- “ **European solidarity corps and Volunteers:** The European Solidarity Corps aims to enhance the engagement of young people and organizations in accessible and high-quality solidarity activities, thereby strengthening cohesion, solidarity, democracy and citizenship in Europe, while also responding to societal challenges and strengthening communities, with a particular focus on promoting social inclusion (About | European Youth Portal). To volunteer is to give of yourself in service to a cause. It is about freely giving your time to help an organization, your community, or an individual. To volunteer means to act on behalf of something or someone else. It is done by people with a desire to do good..

“ **NGO:** A non-governmental organization (NGO) is a non-profit group that functions independently of any government. NGOs, sometimes called civil societies, are organized on community, national and international levels to serve a social or political goal such as humanitarian causes or the environment. In terms of Erasmus+ projects managed by European Commission, an NGO may be a host or a sending organisation. The sending organisation (SO) is the NGO who is sending the volunteers for the implementation of the project. The host organization (HO) is the NGO who welcomes the volunteers and organizes the training courses.

“ **Non-formal education:** Non-formal education refers to planned, structured programs and processes of personal and social education for young people designed to improve a range of skills and competences, outside the formal educational curriculum.

“ **e-training courses:** e-training courses are generally self-paced, allowing for greater flexibility in completing coursework. A set of instructional experiences using the digital network for interaction, learning and dialogue. An e-training course does not require any face-to-face meetings in a physical location.

“ **Certificate:** A certificate in Non formal education context is a document that states an official fact or shows completion of a program. An example of a certificate is a document showing that you finished a training program. For example, Youthpass is a tool to document and recognise learning outcomes from youth work and solidarity activities.



INFORMATION ABOUT THE PROJECT AND PLATFORM

“ The project

This project is a cooperation between three partner associations AMSED (France), ATA (Romania) and Solidarity Tracks (Greece) supported by European Solidarity Corps. The aim of this project is to share the knowledge and to help the volunteers to learn many things about different topics and in the easiest way. Also in this project, as a tutor you can help others by supporting them and monitoring. You can share your knowledge, help the students to make it easy for them and advise when they need your help or your support .

“ The platform

elearning.esc2learn.org is our platform E-learning. It's very simple and easy to use. This platform has 36 online courses and each course has a different topic that you can learn from it.

The courses on the platform are considered as non-formal education and it ensures the online connection between the tutor and the students. In the platform, each course consists of different sections: the introduction, the aim, and a variety of exercises (quiz, questions, games...) At the end of each course, you have the access to get your certificate.

In order to support the visitors of the platform on each course, it is possible to find a tutorial video which provides more explanations and shows how to use the platform and follow the course.

As a tutor, you can be the intermediary between the administration and the students.



INFORMATION ABOUT THE PROFIL/ROLE/RESPONSIBILITIES/ CHALLENGES OF AN E-TUTOR OF THE PLATFORM

“ Profil - What attitudes and competencies does an E-tutor need?

Motivation, empathy, open-mindedness, responsibility, patience, and engagement are the most important attitudes E-mentors should have. Along with them, they need to work on their digital, leadership, innovation and communication skills.

It's better if the e-tutor has volunteering experience or he has been a member of the association since a long time. Because he can take a step back and accompany the volunteer better. Moreover, he has to be comfortable with digital skills.

“ Role & Responsibilities

The e-tutor is the volunteer's main contact and accompanies the volunteer throughout the online training on the ESC-2-Learn platform. The e-tutor provides the volunteer with keys and tools through remote support. The e-tutor can improve the e-training directly on the e-platform to remain relevant at all times. Moreover, he has to accompany the volunteers for the project through the platform. The volunteer is subject to a relationship of collaboration with the e-tutor and not of subordination, even if they cannot do what they want and there is a certain framework. E-tutors are not their superiors, they are not in charge, they accompany the volunteers.

The e-tutor also has the role of specifying the behaviour to be adopted, the respect to be shown according to the framework and context, the rules of the host organisation, the volunteer's tasks, the rules, the cultural codes of the country. During the integration and before the project. It also allows the volunteer to be made aware of social codes and social skills, through their volunteering mission. The e-tutor has to be available for the volunteers, engaged and interactive

Challenges

The e-tutor must also support the volunteer in his or her future project and in the objectives he or she wishes to achieve.

Objectives :

- To identify the young person's future project(s) or to help him/her decide between several projects or to help him/her build one.
- To work with the young person to develop courses of action to achieve their project(s).
- Give (negotiate) short-term objectives, with regular follow-up.
- Share resources that will be useful to the volunteers for the post-volunteer period.

How to become an e-tutor

There are a few ways to become an E-mentor:

1. Taking part in specific training courses dedicated to mentors. You can find that kind of courses on the websites such as:

- Salto youth (<https://www.salto-youth.net>)
- AMSED (<http://www.network.amsed.fr>)
- Solidarity Corps (<https://europa.eu/youth/solidarity>)
- Ask in your organization

2. If there are E-mentors in your organization you can directly contact them. They can train and help you in the learning process.



E-TUTOR SUPPORT AND MONITORING



One of the roles of an e-tutor is to support the visitors of the e-platform if they need help and respond to their needs if it is possible. Monitoring the process of e-learning is also important and part of his responsibilities.

In a confidential way the e tutor is present on the platform to answer volunteer's questions. He is like a guide for a visitor available to explain about the platform, the courses, the use of different sections. An e-tutor can advise, give tips and motivate a volunteer to learn by using the different options the e -platform provides.

An e-tutor can additionally give feedback on e-courses if necessary to the students. Monitoring process can be useful to see any results or enter to different forums and share the knowledge.

As an e-tutor is part of an association, internal and external communication is important. Monitoring the courses and experience through visitors could be a vital process to improve the e-courses and the platform by his suggestions to the mentors and administration.

A chalkboard background with the words 'Problem' and 'Solution' written in white chalk. A red diagonal line is drawn across the word 'Problem'.

~~Problem~~
Solution

ADVANTAGES AND INTEREST TO BECOME AN E-TUTOR

“ Being an e-tutor can be really challenging sometimes, because helping people is one of the hardest jobs on earth. However, it has a lot of advantages in terms of personal development, gaining or improving new skills and learning brand-new things.

“ To name some advantages of being an e-tutor:

- improving your digital skills
- being more tolerant and social
- meeting new people and making friendships
- networking with NGOs and institutions all around the world
- learning about Erasmus+
- improving your communication skills
- improving your linguistic skills
- improving your problem-solving skills
- learning new cultures and understand their cultural heritage

“ Do you want to do something to help others? Do you want to get outside of your comfort zone and exchange knowledge with people from all over the world? Do you think you can change the world by doing tiny steps? Challenge yourself and become an e-tutor!





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