



active ageing

A Quality of Life Partnership Programme

Tutor Databank

A Guide for tutors wanting to
work with older people's groups
in Newcastle upon Tyne.



Supported by

The National Lottery[®]
through the Big Lottery Fund




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What is the Tutor Databank?

The Databank is a new service for any tutor wanting to deliver an activity programme to older people in Newcastle upon Tyne.

How does it work?

Simple. The Tutor Databank acts as a Broker Service.

- You register your services with us
- We check that you fulfil our Service Requirements
- Once satisfied we add your name to our databank
- Customers contact us asking for tutors in their chosen activity area
- We supply them with the contact details of up to 3 relevant tutors
- They contact you directly and negotiate prices and service delivery terms

[Please note that this is an information service only and not a recommendation of any individual Tutor.]

What activities are included?

We accept tutors from a wide variety of backgrounds including:

- Physical Activity (Fitness, Dance, Tai Chi, Yoga)
 - Complementary Therapy (Massage, Shiatsu Reflexology)
 - Arts and Crafts
 - Local History
 - Languages
 - Music
 - I.T.

[If your area is not listed above drop us a line anyway as we are regularly extending the scope of the Databank.]

What are our service requirements?

In order to be included on the Databank all tutors must:

- Complete a registration form
- Provide the names of 2 referees, both of which will be followed up
- Attend an interview in which you will receive background information about the service
- Provide proof of your qualifications and relevant insurance
- Have substantial experience of or demonstrate a real interest in working with older people
- Successfully undergo an Enhanced Criminal Records check*.

[To ensure that the Databank service is as robust as possible we are unable to accept previous clear CRB checks as proof of good character.]*

Why should you join?

Not only do we promise to actively promote your participation on the Databank throughout the City, we will also:

- Provide instant access to a strong network of older peoples groups and organisations who will be looking to hire activity tutors
- Invite you to special events where we arrange for community groups to participate in taster sessions thereby offering you wider promotional opportunities
- Provide a forum for you to develop and share your skills with a wider audience.



How much will it cost me to join the Databank?

To complete the registration process tutors will need to undergo an Enhanced Criminal Records check at their own cost. This is a one off payment with the current charge standing at £36.

After this the services of the Tutor Databank is **FREE.**

What are the obligations of being on the Databank?

The Databank acts as a brokerage system. All negotiations regarding price, venue, duration and programme planning take place between yourself and the respective group/organisation.

Therefore there is **no obligation** to accept offers of employment.

However, to maintain the integrity of the service, we reserve the right to remove tutors from the Databank should they consistently refuse work.

We would also request that as a basic principle you will keep us informed of any changes in personal details and circumstances so that we can keep our service as up to date as possible.

How to join:

For more information about this opportunity, ring Michelle Mordue, Active Ageing Development Worker, on 0191 2551985 or email her at michelle.mordue@qualityoflife.org.uk

Notes





Who are we?

Established in 2005, The Quality of Life Partnership (QoLP) was developed by Age Concern Newcastle, Newcastle City Council, Newcastle Healthy City and the Elders Council to ensure that older people and agencies work together to improve the quality of life of older people in Newcastle.

The Tutor Databank is just one of several different programmes being developed by QoLP via the New Leaf New Life Active Ageing Programme, as funded by the Big Lottery, which aims to improve the physical and mental wellbeing of people aged 50+.

For further details of the other Active Ageing Programmes please go to the 'Keeping Active' pages on Newcastle's Older People's website

www.informationnow.org.uk