

# OUTSIDE THE CLASSROOM: THE STUDENT LED EXPERIENCE

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# DEAKIN UNIVERSITY ENGLISH LANGUAGE INSTITUTE (DUELI)

There are two DUELI campuses- Melbourne Burwood and Geelong Waterfront

At the Burwood campus there are 600 – 1000 students enrolled each intake

Classes are compulsory (5 hours per day, 5 days per week, 5 weeks)

# OUTSIDE THE CLASSROOM

- DUELI Leadership and Internship Program
- DUELI Student Coordinators
- DUELI Social Program (DUELI Club)
- DUELI Fest
- DUELI Volunteer Program



# DUELI LEADERSHIP AND INTERNSHIP PROGRAM

Introduced to provide an opportunity for DUELI students to gain practical skills and develop confidence communicating in English. DUELI Leaders assist with:

- Orientation
- Organising, promoting and managing weekly social events
- Campus tours
- Provide administrative support to DUELI staff
- Attend marketing events as Ambassadors for Deakin University
- Assist and support DUELI students (incl. class presentations)



# DUELI STUDENT COORDINATORS

- 8 hours administrative work each week plus events
- Plan, advertise and coordinate the DUELI Club weekly social events (incl. DUELI Fest)
- Manage the DUELI Volunteer Program
- Manage DUELI Club Trips and Tours




# DUELI VOLUNTEER PROGRAM

- Orientation
- Assist in running weekly events (set up, manage activity, pack up)



# DUELI VOLUNTEER PROGRAM

- Written application
- 1 hour training session
- Uniform and nametag
- DUELI Volunteer Certificate (15 hours)



## DUELI VOLUNTEER PROGRAM

**The benefits of volunteering**

- Meet new people and develop your social and professional networks
- Practice your English in a professional environment
- Develop leadership and teamwork skills
- Increase your employability with professional experience in Australia
- Receive discounts to DUELI social events
- Receive a certificate from the DUELI Director

Please complete the information below and submit the form at the DUELI Club Office, Room 16-215 by 5pm, Friday Week One. Please read the information on the back of this application before applying.

First Name: \_\_\_\_\_  
 Family Name: \_\_\_\_\_  
 Preferred Name (for your nametag): \_\_\_\_\_  
 Student ID number: \_\_\_\_\_  
 Nationality: \_\_\_\_\_  
 Current DUELI Class: \_\_\_\_\_  
 Date you will finish your DUELI studies: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

Have you volunteered before? If yes, what kind of work did you do? (Give examples)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why do you want to join the DUELI Volunteer Program?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why will you be a great DUELI Volunteer?


\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you read and understood the important information on the other side of this application? Yes No

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_



## DUELI VOLUNTEER PROGRAM

**What do DUELI Volunteers do?**

- Welcome new students and help them to feel comfortable
- Assist DUELI staff and DUELI Leaders to run events and activities for DUELI students. Each event is different. You may be assisting with a campus tour at Orientation, running a games table at DUELI Fest, supporting students to participate in activities at a DUELI Club event or helping students with a tour of Melbourne. Below are the regular weekly events:

| Application Deadline     | 5 pm, Friday Week One                             |
|--------------------------|---|
| Volunteer Training       | 4.45pm - 5.30pm, Wednesday and Thursday, Week Two |
| Week 1 Morning Tea       | Lunchtime, Thursday                               |
| Week 1 Cooking Class     | Lunchtime, Tuesday                                |
| Week 1 Sports Carnival   | After class, Tuesday                              |
| Week 4 Conversation Club | Lunchtime, Tuesday                                |
| Week 5 Social Activity   | Lunchtime, Tuesday                                |
| DUELI Fest               | Lunchtime, Thursday                               |
| Orientation              | Morning, Thursday                                 |
| Half Day Trip            | After graduation, Friday                          |
| Orientation: City Tour   | After graduation, Friday                          |

**Important information about The DUELI Volunteer Program**

- You must be in GEA/ EAP1 or a higher level class and have at least 10 weeks of study remaining at DUELI.
- You must attend the two x 1hr and 15 min training sessions to be eligible to participate in the program.
- Volunteering is a choice. You can choose which events and activities you participate in.
- You can only volunteer outside of class times.
- You do not get paid.
- You must work 15 hours to be eligible to receive a certificate from the DUELI Director.
- You must wear your DUELI Volunteer uniform and nametag when working.
- You must speak English whenever you wear the DUELI uniform.
- You cannot use your phone while working as a volunteer.
- You must be on time for your allocated shifts. If you are late or sick you must contact the DUELI Club Coordinators by phone before the start of your shift.
- You must behave responsibly and ethically when working with DUELI.



# DUELI CLUB

Activities provided to students outside of class hours:

Orientation: Melbourne CBD tour

Week One: Welcome Morning Tea

Week Two: Microwave Cooking Class

Week Three: Sports Carnival

Week Four: Conversation Club

Week Five: DUELI Fest

Week Five: Half Day Tour

Intake: Swimming Lessons



# DUELI FEST

DUELI Fest is a multicultural festival held on the second last day of each intake

- Guests are invited to have tables and talk to DUELI students about their services (Deakin University Student Life, Deakin YMCA, DUSA, DUSA Clubs, local council, MYKI, AFIS, VicPol, Study Melbourne)
- A different theme each intake to match international events, cultural or religious occasions with a themed performance, activities and free lunch



# Lunar New Year, Latin American Carnival, Australian, Middle Eastern (Eid), Japanese, Olympics, African, Mid-Autumn Festival, Diwali, Christmas



## Orientation: Walking Melbourne CBD tour (\$10)



## Half Day Tour (Ticket event)



# INTAKE OVERVIEW

| Week        | Activity                   | Staff                             | Comments                                     |
|-------------|----------------------------|-----------------------------------|--|
| Orientation | Orientation                | DUELI Leaders<br>DUELI Volunteers |  |
| Orientation | Melbourne CBD Walking Tour | DUELI Leaders<br>DUELI Volunteers |  |
| One         | Welcome Morning Tea        | DUELI Leaders<br>DUELI Volunteers |  |
| Two         | Microwave Cooking Class    | DUELI Leaders<br>DUELI Volunteers | Run in partnership with BUPA                 |
| Three       | Sports Carnival            | DUELI Leaders<br>DUELI Volunteers | Run in partnership with BUPA and Deakin YMCA |
| Four        | Conversation Club          | DUELI Leaders<br>DUELI Volunteers |  |
| Five        | DUELI Fest                 | DUELI Leaders<br>DUELI Volunteers |  |
| Five        | Half Day Tour              | DUELI Leaders                     |  |
| Throughout  | Swimming Program           |                                   |  |



# ADDITIONAL BENEFITS

- Free additional Professional Development opportunities via the Deakin University Students Helping Students Hub (Leaders)
- DUELI Scholarship (IELTS) (Leaders)
- Sponsorship to attend conferences throughout the year (Leaders)
- Points towards Deakin University Global Citizen Program (Leaders and Volunteers)
- Annual Professional Development Evening (Leaders)



# FEEDBACK

“They [students] asked how I could speak English so fluently, and I said because I studied and worked at DUELI” – Sandra, Indonesia

“The DUELI leadership role opened me up to new friendships, and I had so much fun. It was one of the most valuable aspects of my time at Deakin” – Anne, Denmark

# FEEDBACK

“Joining the DUELI family is the best thing that has happened to me since I came to Australia. I get friends here, I get confidence here, I get opportunities here, and I get an open mind by working with the people here. I still remember the first day I came to DUELI. My orientation guide was one of the DUELI Leaders... She did not just show me around the campus, she shared her own experience and feelings with me, and that was exactly what made me stop feeling lonely.” – Juanita, China

# QUESTIONS

