



PASS – Requirements and Selection Process for Volunteers and Trainees

1. About Prince Albert Skills School (PASS)

Prince Albert Skills School (PASS) is a non-profit learning centre in Prince Albert (Western Cape, South Africa) that supports young people who have fallen out of the traditional school system. PASS offers academic support, psychosocial guidance, practical skills training, creative development, and a safe, structured daily environment.

Volunteers and trainees play an important role in strengthening our programmes and supporting our learners.

2. Profile of Volunteers / Trainees

We welcome individuals who:

- Are motivated to work with young people in a vulnerable context.
- Show maturity, reliability, and a positive attitude.
- Are open-minded and culturally sensitive.
- Can work independently and take initiative.
- Have good communication skills (English required; Motivation to learn basic Afrikaans is a big plus).
- Are willing to contribute to both academic and practical activities.

Relevant backgrounds include: education, social work, psychology, youth work, occupational therapy, creative arts, sports, agriculture, or technical skills.

3. Possible Tasks and Responsibilities

Volunteers and trainees may support PASS in the following areas:

Academic & Learning Support

- Assisting during literacy, numeracy, and general academic lessons.
- Guiding learners individually or in small groups.
- Helping prepare learning materials and simple lesson activities.

Practical & Skills-Based Activities

- Supporting gardening, cooking, sewing, woodwork, bicycle or car maintenance.
- Assisting with creative workshops (art, music, drama, crafts).



- Helping organise sports or outdoor activities.

Psychosocial & Daily Support

- Providing a stable, positive presence during the school day.
 - Supporting learners during breaks, transitions, and group moments.
 - Assisting staff with basic organisational or administrative tasks.
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4. Time Commitment

PASS welcomes volunteers and trainees for different durations:

- **Short-term:** 5–10 weeks
- **Medium-term:** 3–6 months
- **Long-term:** 6–12 months

Longer stays allow for deeper involvement and continuity for the learners.

5. Selection Process

PASS follows a simple but clear selection process to ensure safety and suitability:

1. **Initial Contact** – Candidate sends CV and short motivation.
 2. **Online Meeting** – Introductory conversation with PASS leadership.
 3. **Reference Check** – For longer placements or sensitive roles.
 4. **Confirmation** – Agreement on dates, tasks, expectations, and practical arrangements.
 5. **Orientation** – On-site introduction to PASS, the learners, and the community.
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6. Practical Requirements

Volunteers and trainees must:

- Be at least 20 years old. (Last year university student)
- Provide proof of medical insurance for the full stay.
- Provide a recent police clearance certificate.
- Arrange their own travel and accommodation (PASS can advise on options).



- Respect PASS's principles
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7. What PASS Offers

- A meaningful learning experience in a unique rural South African community.
 - Guidance and supervision by experienced staff.
 - Opportunities to develop teaching, social, and practical skills.
 - A warm, inclusive team environment.
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8. Contact

For questions or applications: **Prince Albert Skills School (PASS)**

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