



Curtin University

CENTRE FOR ABORIGINAL STUDIES

INDIGENOUS TUTORIAL ASSISTANCE SCHEME (ITAS)

Student Guidelines

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CRICOS Provider Code: 003013

Indigenous Tutorial Assistance Scheme (ITAS)

Student Guidelines

Centre for Aboriginal Studies, Curtin University

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What is the Indigenous Tutorial Assistance Scheme (ITAS)?

The Centre for Aboriginal Studies '*Indigenous Tutorial Assistance Scheme*' (ITAS) allows all Aboriginal and Torres Strait Islander students to receive private tutorial assistance to support them in achieving their academic goals.

The program gives access to free supplementary tuition from a private tutor for a maximum of **two hours per week per subject** for each teaching session with the aim to help maximise grades, prepare for assignments and strengthen study skills.

ITAS is part of the '*Indigenous Student Success Program*' (ISSP), which was established in 2017 as the way in which the Australian Government funds and delivers a range of programs targeting Aboriginal and Torres Strait Islander peoples. You can find out more about the ISSP here: <https://www.niaa.gov.au/indigenous-affairs/education/indigenous-student-success-program>.

Who is eligible for ITAS?

To be eligible to apply for ITAS Tertiary Tuition you must meet the following criteria:

- An Aboriginal and/or Torres Strait Islander student enrolled into Curtin University.
- Be enrolled in either a Curtin Enabling course or an Undergraduate award level course (e.g. Bachelor, Associate or Honours) offered at Curtin University.
- If you are a **Masters** or **PHD student**, you must have a **Curtin Access Plan (CAP)** to access the Scheme. You can find more information on how to develop a CAP here: <https://students.curtin.edu.au/personal-support/disability/help/access-plan/>.

Providing Supporting Documents

The Centre for Aboriginal Studies is responsible for determining the Indigenous status of a student for the purpose of providing government funded assistance to those students. In confirming a student's Aboriginal or Torres Strait Islander heritage, students can provide confirmation of Indigeneity by providing:

- Birth records or genealogies verified by a suitable authority as applicable to the student; or
- A letter signed by the Chairperson of an Aboriginal and/or Torres Strait Islander incorporated organisation (where records are not available).
- Evidence of self-identification as an Aboriginal or Torres Strait Islander by signing an affirmation that he/she identifies as an Australian Aboriginal or Torres Strait Islander.
- Evidence of acceptance as an Aboriginal or Torres Strait Islander by the community confirmed in writing from the Chairperson of an Aboriginal or Torres Strait Islander incorporated organisation in a community in which the applicant lives or has previously lived.
- Evidence of approved Abstudy by Centrelink.

Students must also provide with each application:

- Proof of Enrolment
- A copy of their CAPS if applying as a Masters or PHD student.

Please provide supporting documents with your application to the ITAS Officer, via email: CAS-ITASAdmin@curtin.edu.au. For Further Information please visit:

<https://aiatsis.gov.au/research/finding-your-family/before-you-start/proof-aboriginality>

Please note: The above information is not intended to cause offence. Indigenous-specific services and programs are intended to address social, health and educational issues that Indigenous people face as the result of past removal policies and inadequate educational, employment and health services. Requesting proof of Aboriginal or Torres Strait Islander heritage from applicants helps to make sure that this intention is honoured.

How do I apply for ITAS?

There are 3 different options for you to choose from when you apply for ITAS:

- the ITAS Officer can match you to a tutor
- you can nominate an EXISTING tutor that you prefer to work with
- you can nominate a NEW tutor that you prefer to work with

All 3 options have a slightly different process and time may vary according to requirements. For instance, if you are nominating a new tutor there may be a 3 week delay whilst they go through the employment process to gain a sessional contract with the Centre for Aboriginal Studies at Curtin.

Who can I nominate to be a Tutor?

There are certain criteria that a person must pass before you can nominate them as your preferred Tutor. Please take the following into account before starting your application process.

All Tutors must:

- **NOT** be a close relative or family member of the student.
The term “family” can be identified as follows;
 - A relative of blood or marriage or;
 - Is a child or adopted child of the individual or of the person standing in a bona fide domestic or household relationship with the individual
 - Has a strong affinity with the individual and family
- Hold and/or willing to apply for a valid Working with Children check.
- **NOT** be directly involved in the assessment of the course in which the student is enrolled

If they are not a student they must:

- Be qualified through formal education or relevant industry experience

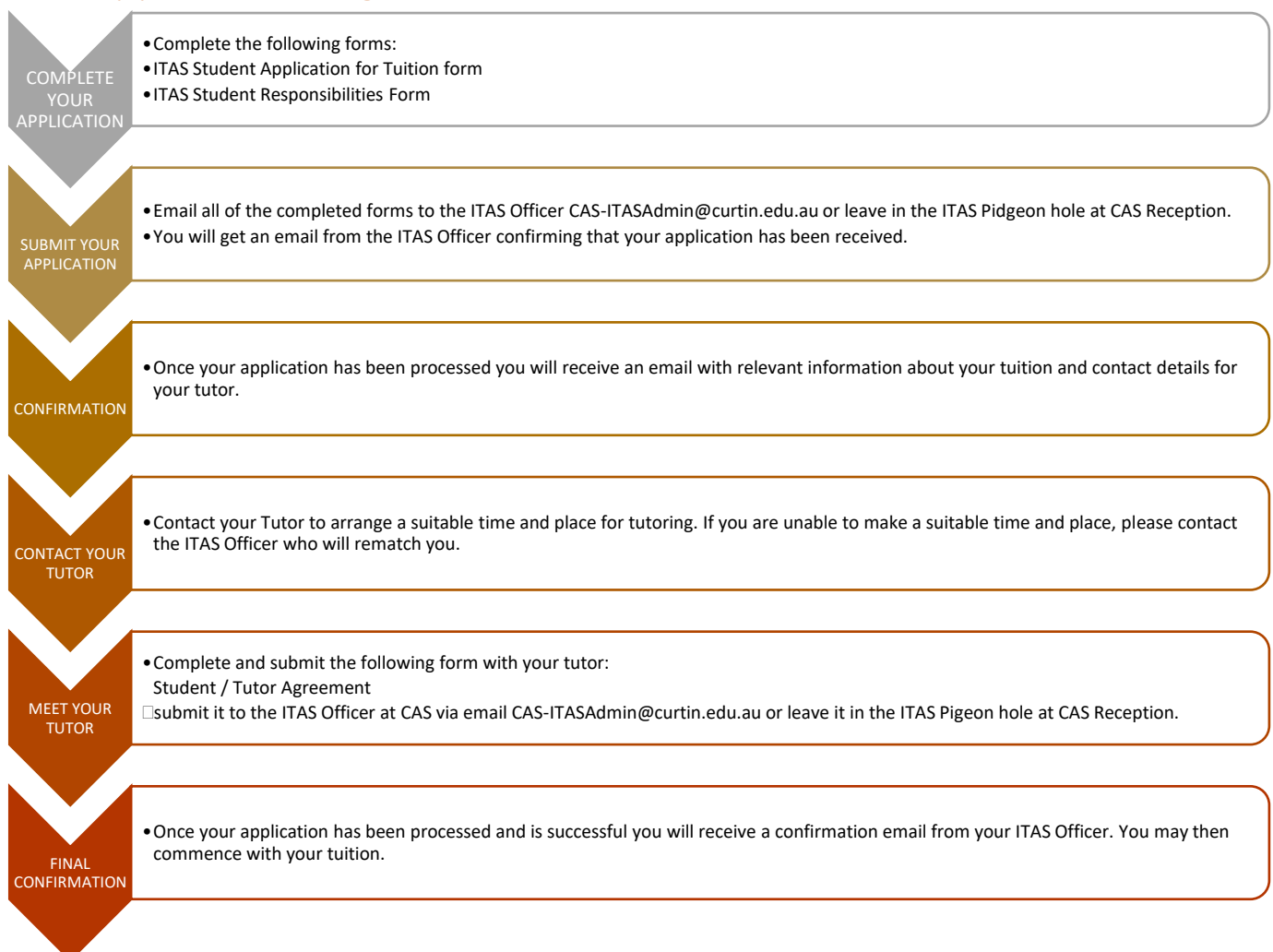
If they are a Tertiary student they must:

- **NOT** be a first year student.
- Have studied in the student's relevant course
- **NOT** be currently receiving ITAS themselves
- Be **more than** two academic years ahead of the ITAS student.
 - (i.e. 2nd year students can only be approved as ITAS tutors for enabling students, 3rd year students can only be approved as ITAS tutors for either enabling or 1st year students).
- Can provide evidence of sound academic progress
- **NOT** be directly involved in the assessment of the course in which the student is enrolled.

You must:

- Declare any of the above which maybe a potential conflict of interest between the tutor and yourself.

ITAS Application Diagram - Match me to a Tutor!



Match me to an EXISTING Tutor!

MEET WITH THE TUTOR

- Confirm that the tutor would like to commence tutoring with you and discuss and arrange a suitable time for tutoring.
 - Complete the following form together:
 - Student / Tutor Agreement
- Please note: this form needs to be completed at the start of each semester

COMPLETE YOUR APPLICATION

- You need to complete the following forms:
 - ITAS Student Application for Tuition form
 - ITAS Student Responsibilities Form
 - Tutor Nomination Form

SUBMIT YOUR APPLICATION

- Email all of the completed forms to the ITAS Officer CAS-ITASAdmin@curtin.edu.au or leave in the ITAS Pidgeon hole at CAS Reception.
- You will get an email from the ITAS Officer confirming that your application has been received.

FINAL CONFIRMATION

- Once your application has been processed and is successful you will receive a confirmation email from your ITAS Officer. You may then commence with your tuition.

I would like to be matched to this NEW Tutor!

MEET WITH THE TUTOR APPLICANT

- Confirm that the person would like to be your Tutor.
 - Discuss and arrange a suitable time for tutoring.
 - **Complete the following form together:**
 - Student / Tutor Agreement
- Please note: this form needs to be completed at the start of each semester

COMPLETE YOUR APPLICATION

- You need to complete the following forms:
 - ITAS Student Application for Tuition form
 - ITAS Student Responsibilities Form
 - Tutor Nomination Form

SUBMIT YOUR APPLICATION

- Email all of the completed forms to the ITAS Officer CAS-ITASAdmin@curtin.edu.au or leave in the ITAS Pidgeon hole at CAS Reception.
- You will get an email from the ITAS Officer confirming that your application has been received.

NEW TUTOR APPLICATION PROCESS

- Your nominated Tutor must complete the Tutor application process. They will be provided with an application pack from the ITAS Officer **after you have submitted your application** for tuition. This process may take up to 3 weeks.

FINAL CONFIRMATION

- Once your nominated tutor has completed the application process and your application is successful you will receive a confirmation email from your ITAS Officer. You may then commence with your tuition.

Once your application is successful

The ITAS Officer will send a confirmation via email that your application has been successful which will also contain the relevant information about ***how many tuition hours you are allowed***, your ***approved tutorials*** and the ***contact details of your Tutor***.

Your next step is to contact your Tutor to discuss:

- **Complete the Student / Tutor Agreement form** if you haven't already and submit it to the ITAS Officer at CAS via email CAS-ITASAdmin@curtin.edu.au or leave it in the ITAS Pigeon hole at CAS Reception.
- **When and where the tutorials will take place** - tuition should take place at a regular time each week (if possible) and at a mutually convenient place, either on or off campus. If you and your Tutor are unable to find a suitable time and place to meet, please contact the ITAS Officer who will rematch you.

Under no circumstances, should tutors and students make arrangements for tutorials to take place, or commence tutorial sessions, which have not been approved by ITAS Officer.

- **Method of communication** - you should exchange contact details with the tutor, and you should advise the tutor about your preferred method of communication, such as via mobile phone, student email, or personal email.

Before your tutorial:

- **Preparation prior to each tutorial** - You should actively prepare for each tutorial session. For example, sending readings to your tutor in advance (at least 24 hours before a scheduled tutorial session) and preparing a list of questions that you want to discuss with your tutor. It is highly recommended you send your tutor the subject outline(s) and other materials before your first meeting.

At your first tutorial session:

- **Student expectations** - You should have realistic and clear expectations from the start which will help the tutor to develop a suitable work plan for you.
- **Planning the semester** - You need to work with the tutor to develop a study plan with specific deadlines for each assessment/exam.

Types of Tuition

Individual tuition – One tutor is tutoring one student at a time. Individual Tuition Pay rate \$55.00 an hour (per session, per student).

Group Tuition – One tutor is tutoring a minimum of 5 students at the same time. Group Tuition Pay rate \$60.00 an hour, per session (not per student).

Tuition is only available during the semester, Block teaching and OUA study periods.

Tuition is **not** available during semester and/or study period breaks.

What will your ITAS Tutor NOT do for you?

Under no circumstances you should ask or expect tutors to do any part of your work – this includes:

- Undertake library research
- Take and supply notes
- Write or type up and edit your assignments
- Any other activity that could be thought of as part of the obligations of an autonomous student.

What you need to do after each Tuition session

Check and approve your ITAS Tutor's salary claim (ITAS Tutor timesheets)

You are responsible for checking your ITAS Tutor's claim forms. It is recommended you complete this with your tutor at the end of each session. Before signing or approving any claim, you must check that:

- The date and time entered for the tuition are correct and
- The amount of time claimed for the tutorial session is correct

Remember, there is a maximum number of hours of tuition each student is eligible for that would have been communicated to you in your successful application confirmation email.

The ITAS Officer will determine your eligible tuition hour's based on your ITAS application. Students can be eligible for;

- 2 hours per unit per week (maximum full-time load of 4 units), not exceeding a total of 8 hours per week.
- 3 hours per week per unit for students who hold a CAP (maximum full-time load of 4 units), not exceeding a total of 12 hours per week.

Frequently Asked Questions

What should I bring to my tutorial session?

You should bring the following to the first tutorial session:

- Subject outline and subject material (e.g. lecture notes, tutorial questions, textbook, reading list)
- Your timetable and availabilities for tuition
- Pens, notebooks, laptop etc

What should I do if I cannot contact my tutor?

If you fail to contact your tutor via email or the tutor's mobile, please inform the ITAS Officer on CAS-ITASAdmin@curtin.edu.au or phone (08) 9266 7091.

How many hours per week can I meet my tutor?

The maximum is 2 hours per week *per subject* within the contracted dates. Students with a Curtin Access Plan can access 3hrs per week with approval from the ITAS Officer.

Tuition is only available during the semester, Block teaching and OUA study periods. Tuition is **not** available during semester and/or study period breaks.

Can I request additional ITAS tuition?

You can apply for a total of 5 additional hours per semester during exam/assessment preparation periods by requesting approval via email from the ITAS Officer.

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What if I want to postpone or cancel a scheduled ITAS session?

It is important to contact your tutor ahead of time if you know you are not able to attend a prearranged tutorial session. Please give your tutor at least 24 hours' notice by text or email. Please do your best to reschedule your session at a mutually convenient time later that week.

What if I fail to give the tutor 24 hours' notice?

Failure to comply with this requirement will result in the tutor being entitled to a 1 hour "NO SHOW" payment and the hour will be deducted from your allocation of hours.

What would happen if a third "NO SHOW" occurs?

If you miss 3 tutorial sessions during the semester without giving reasonable notice to your tutor, your ITAS tuition may be cancelled.

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What if my tutor did not turn up to a scheduled tutorial?

Your tutor is required to give you at least 24 hours' notice of postponement or cancellation of a tuition session. If your tutor fails to give you reasonable notice, please inform the ITAS Officer via email CAS-ITASAdmin@curtin.edu.au

How do I check and approve my tutor's salary claim?

Your tutor may ask you to approve a salary claim in person or via email. It is the Students responsibility to ensure dates are correct.

What if the arrangement with the tutor is not working?

Should a student feel that the arrangement is not working, please inform the ITAS Officer via email CAS-ITASAdmin@curtin.edu.au as we will then work together to resolve the situation and rematch you if needed.

Contact information

To view further information about the Centre for Aboriginal Studies student support, ITAS Information or to download forms, visit the Centre for Aboriginal Studies website at; <https://karda.curtin.edu.au/study/support/>

All forms are also available to collect in hardcopy at Student Services, the Centre for Aboriginal Studies.

For Further information and enquiries please contact the ITAS Officer at the Centre for Aboriginal Studies: Email CAS-ITASAdmin@curtin.edu.au or Phone 08 92725786.