



Curtin University

CENTRE FOR ABORIGINAL STUDIES

INDIGENOUS TUTORIAL ASSISTANCE SCHEME (ITAS)

Tutor Guidelines

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Indigenous Tutorial Assistance Scheme (ITAS)

Tutor Guidelines

Centre for Aboriginal Studies, Curtin University

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1. INTRODUCTION

This guide is for Centre for Aboriginal Studies tutors, or people who intend to apply for a tutor position. The information in this guide is not intended to be exhaustive and may be subject to change. The information provided is based on the Federal Government Guidelines. In the event of inconsistency between this guide and the Government Guidelines, the Government Guidelines will prevail. For further information the Centre for Aboriginal Studies contact details are provided at the end of this guide.

1.1 The Centre for Aboriginal Studies

The Centre for Aboriginal Studies (CAS) aspires to contribute to positive social change for Indigenous Australians through higher education and research. The Centre for Aboriginal Studies is a place that fosters a sense of belonging, autonomy and strength. Aboriginal and Torres Strait Islander students have a base on campus that encourages them to be in control of their own learning that provides support services structured in a way to empower them.

The Centre is an attractive place with a feeling of open space and light; where wood and stone and ochre tones are combined within the circular central area in a building based on curved lines distinctly different from most of the other buildings on the campus. The design complements the friendly and informal atmosphere created by the staff to create a space where Aboriginal people can feel a sense of belonging.



1.2 Centre for Aboriginal Studies 2020 Courses

We offer **four enabling courses** and an **undergraduate degree** developed by our academic staff and delivered here in the Centre for Aboriginal Studies.

Enabling Courses:

- ❖ Indigenous Tertiary Enabling Course
- ❖ Indigenous Pre-Medicine and Health Sciences
- ❖ Indigenous Pre-Business and Law
- ❖ Indigenous Pre-Science and Engineering

The enabling courses consist of four units per semester and students study this internally or online full time.

Bachelor of Applied Science (Indigenous Professional Practices)

Majors within this course:

- ❖ Indigenous Community Management and Development major
- ❖ Indigenous Australian Mental Health Principles and Practice major

The Centre also offers course in honours, graduate and research degrees not eligible under ITAS unless the student has a Curtin Access Plan.

1.3 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. Students must be enrolled in either a Curtin Enabling course or an Undergraduate award level course (e.g. Bachelor, Associate or Honours) offered at Curtin University, or if they are a Masters or PhD Student, they must have ***Curtin Access Plan (CAP)*** to access the Scheme.

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/indigenousaffairs/education/indigenous-student-success-program>.

1.4 ITAS Tutor Role and Responsibilities

ITAS Tutors work directly with the student/s individually or in small groups to provide supplementary tuition. It is essential that ITAS Tutors establish and maintain collaborative and respectful working relationships with staff and students to ensure that the best outcomes are achieved for all stakeholders.

As an ITAS Tutor you are expected to:

- Develop an understanding of the individual learning needs in relation to the subject the student(s) is/are studying and plan tuition sessions accordingly.
- Plan a *program of subject specific tuition* in liaison with the student(s)
- Deliver the program of tuition within the contractual agreement to facilitate Indigenous students' learning of the subject specific content
- Meet administrative requirements accurately and promptly
- Comply with the expectations outlined in this guide
- Establish and maintain collaborative and respectful working relationships with Centre for Aboriginal Studies staff and students
- Liaise with academic staff when necessary with regard to student work and relevant unit outlines and course material.
- Be culturally aware and sensitive to the needs of Indigenous students.
- Work in a way that is consistent with the philosophy and objectives of the Centre for Aboriginal Studies, including a commitment to Indigenous self-determination and Indigenous Terms of Reference.
- Maintain a professional relationship with students including maintaining confidentiality.
- Comply with ITAS guidelines

1.5 Tutor Expectations

ITAS Tutors provide Indigenous students with assistance and support in self-directed learning across a range of study areas and are expected to:

- Be culturally aware and sensitive to the needs of Indigenous students.
- Work in a way that is consistent with the philosophy and objectives of the Centre for Aboriginal Studies, including a commitment to Indigenous self-determination and [Indigenous Terms of Reference](#).
- Demonstrate knowledge and understanding of Indigenous societies and cultures and an understanding of the issues affecting Indigenous people in contemporary Australian society and the diversity of circumstances of Indigenous people.

Also;

- Demonstrate capability to communicate sensitively and effectively with Indigenous Australians., including proper negotiation and consultation relevant to the delivery of education to Indigenous people.
- Be familiar with each student's learning needs and plan tuition sessions accordingly.
- Liaise with academic staff when necessary with regard to student work and relevant unit outlines and course material.

2. TUTOR ELIGIBILITY

There are certain criteria that a person must meet before becoming an ITAS Tutor. Please take the following into account before starting your application process.

All Tutors must not have a conflict of interest by:

- **NOT** being 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

If you are not a student you must:

- Be qualified through formal education or relevant industry experience

If you are a Tertiary student you must:

- **NOT** be a first year student.
- Have studied in the student's relevant course
- **NOT** be currently receiving ITAS yourself
- 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 conflict of interest or potential conflict of interest between yourself and the student.
- Hold a current Working with Children's Check and National Police Clearance.

3. PROVIDING ITAS TUITION

Prior to commencing tutoring an ITAS Tutor must have a sessional contract and a current Student/Tutor Agreement with the Centre for Aboriginal Studies and Curtin University. Tutors must also have written approval from the ITAS Officer.

ITAS duties within the Tutors role:

- Discuss the student's lecture and tutorial and clarify any points of confusion
- Answer student's questions regarding subject matter content or refer them to relevant literature
- Work with the student to 'unpack' an assignment question in order to clarify what is required in the response
- Assist the student to plan their response
- Assist the student to develop good organisational and study skills
- Refer the student to the ITAS Administrator if issues of a personal nature arise

ITAS Tutors are not expected or encouraged to:

- Do any part of student's reading, research or assignment work for them. This includes word processing student's written work.
- Act as editors and proof-readers of student work.
- Assess or grade student assignment work.
- Attend the student's lectures.
- Discuss their student's performance or progress with members of academic staff without that student's permission.

Tutors must declare to the ITAS Officer as soon as possible any conflict of interest or circumstance that compromises their professional integrity in relation to their tutoring role. Tutors found to be in breach of this provision will be dismissed.

3.1 Meeting your student

After receiving your match email you should contact your student directly to arrange a suitable time and mutually convenient place. Ensure a meeting schedule and academic goals are arranged for the semester.

3.2 Booking a study room for tutoring sessions

You can book a room at the Centre for Aboriginal Studies by calling Reception on (08) 92667091.

3.3 How many tutoring hours are available?

The amount of work available for tutors is difficult to predict and varies according to:

- The number of Aboriginal and Torres Strait Islander students enrolled in the discipline/subject areas tutors propose to work in.
- The number of ITAS tutors already available in the area/s students request assistance.
- The number of students who request ITAS assistance
- The amount of funding available;

The amount of ITAS support requested by the students and approved by the Centre for Aboriginal Studies. Although eligible students are entitled to a maximum of two hours per week per subject, not all students choose not to use all the tutorial hours to which they may be entitled.

Students are also entitled to an increase of five (5) additional hours (in total, not per subject) during examination preparation breaks. This allocation is not automatic. Students who wish to access this provision should make a request, in writing, to CAS. You cannot make this request on a student's behalf.

3.4 Tuition Hours

The ITAS Officer will determine the eligible tuition hour's based on your matched students and Student/ Tutor Agreement. 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.

A student may request an **additional total of 5 hours per semester (not subject)** during the exam preparation period. You will be informed via email should their request be approved.

3.5 Types of tuition and Pay Rate

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.

3.6 Payment Processing

Tutors need to submit fortnightly claim forms via email. Usually Tutor Claim for Payment forms are completed and signed at the end of each tutorial. Tutor payments cannot be processed without a completed Tutor Claim for Payment form.

When approving payments, the Centre for Aboriginal Studies will ensure that the ITAS Claim form submitted:

- Has the correct hours per week, period and hourly rate are consistent with those agreed between CAS and the tutor.
- Is signed by the Tutor.
- Is countersigned by the student.
- Is clear and filled in completely.
- Hours have not been duplicated.
- No edits have been made after countersigned by student (Including the use of white out).

ITAS claim forms are available from the ITAS Officer and will be provided to the tutor when matched with a student. ITAS Pay Schedule will also be made available to the tutor at the beginning of each semester. If you require a claim form or pay schedule please contact the ITAS Officer.

3.7 Student 'No Show' Policy

Students are required to provide a minimum of 4 hours' notice of postponement or cancellation of a tuition session. When tutors are provided with less than 4 hours' notice of a cancelled tuition session, tutors are entitled to a 'no show' payment for one hour and the hours of tuition available to the student for that week will be reduced by the number of hours cancelled.

If the student fails to provide reasonable notice on three occasions, the ITAS contract may be terminated by the Centre for Aboriginal Studies. This termination will be determined by Centre for Aboriginal Studies staff.

4. EMPLOYMENT CONDITIONS

4.1 Grievance and Dispute Resolution

If for some reason you have a disagreement or conflict with a student, you should first try to resolve the matter directly with the student. If this doesn't work, you can approach the ITAS Officer for support. The ITAS Officer may then undertake to resolve the issue by approaching the student on your behalf or by arranging a meeting between yourself, a staff member, and the student (if appropriate). The ITAS Officer may also receive further support from CAS management when appropriate to do so.

4.2 Confidentiality

Any personal information obtained during the course of your contract may only be used for the purposes of the contract. You must comply with the University's Privacy Policy at: <https://informationmanagement.curtin.edu.au/local/docs/PrivacyStatement.pdf>

Failure to comply with the University's Privacy Policy is a serious breach of contract, and may result in termination of employment and/or legal action being taken against you.

4.3 TUTOR CODE OF CONDUCT

This Code of Conduct is provided to outline the standards of professional conduct and personal behaviour expected of ITAS Tutors at the Centre for Aboriginal Studies. It is not intended to be exhaustive and should be read in conjunction with Curtin University's Code of Conduct at:

https://complaints.curtin.edu.au/local/docs/Code_of_Conduct.pdf

4.4 General Conduct

ITAS tutors have a responsibility to treat all people with whom they have contact with courtesy and sensitivity and must conduct themselves with integrity, accountability and responsibility. Tutors are in a position of trust with students, and while it is important to develop a rapport with students, sensitivity should be applied to ensure that student and tutor relationships are maintained on a professional basis.

ITAS tutors should:

- Remember that they are a role model for students.
- Attempt to engage students in the tutorial session.
- Offer educational support and encouragement.
- Use language and topics of conversation appropriate to the situation.

4.5 Termination

ITAS tutors staff members employed on an hourly basis and can be terminated by the University at any time when in breach of contractual agreements. The Centre for Aboriginal Studies requests that you provide a minimum of two weeks' notice if you wish to cease performing tutorial services under the contract.

4.6 Health and Safety

ITAS Tutors have a duty of care for all students they are tutoring or supervising. Tutors must take such measures as are reasonable in the circumstances to protect students from known hazards and/or harm which could arise. This means that tutors should:

- Ensure that any equipment used in tutorial sessions is safe for use.
- Not attend a session if they are unwell or have a contagious illness.
- Tutors should advise the student in advance if they cannot attend a tutorial session.
- If a student becomes unwell or is injured, assess the situation and contact emergency services, the student's emergency contact or the Centre for Aboriginal Studies as appropriate.
- (if applicable) take care when lifting heavy objects and familiarise themselves with emergency procedures for evacuation if tutoring at the Centre for Aboriginal Studies

5. FURTHER INFORMATION

5.1 Website and Forms

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.

5.2 Contact information

For Further information and enquiries please contact the ITAS Officer at the Centre for Aboriginal Studies:



Sara Riches, ITAS Officer

Centre for Aboriginal Studies

Curtin University, GPO Box U1987 Perth 6845

Telephone: 08 9266 7091

Email: CAS-ITASAdmin@curtin.edu.au