

# ITAS Work Program

## Indigenous Tutorial Assistance Scheme (ITAS)

Form **C**

This form is part of the ITAS contractual agreement and its non-completion can affect your re-employment as an ITAS tutor.

- **This form is to be completed at the first tutorial session and returned to the ITAS Officer within 2 weeks of the commencement of a tuition contract.**
- A separate form should be completed for each student under a contract.
- The tutor and student must both complete and sign this form
- You should retain a copy of this form as you will need it to complete the Student Progress Report (Form D) later in your contract.

### 1. Student and Tutor Details

Tutor Details	
Employee No.	
Surname	
First Name	
Contract No.	

Student Details	
Student Number	
Surname	
First Name	
Semester & Year	

Type of Tuition (Group or Individual)		
Unit/s Tutored under this contract		

Apart from being an ITAS program requirement, Work Programs are an essential planning tool. The goals and strategies developed now should create a shared understanding and agreement, for the period of tuition, between the tutor and student.

The student and tutor agree to the following;

Some examples of goals and strategies are below. This is a guide only.

#### Goal 1

- **Time Management - To be able to meet my assignment deadlines**

Strategies:

1. Student will use a wall planner at home and mark off when all assignments are due and when I will attend my tuition sessions.
2. Student will use a diary to record my study time, tutorial sessions, personal commitments and free time and review it every couple of days.

Goal 2

- **Planning - To make the most of my tutorial sessions**

Strategies:

1. Student will plan ahead of each tutorial session and bring topics or draft assignments for discussion
2. Tutor and Student will spend some time each session discussing my classes/or the external modules that I've covered that week to reinforce what I've learnt.
3. Tutor will create a work program that identifies assignments, tutorial sessions and will monitor progress towards goals.

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**2. What are the student's goals and strategies for this semester**

Please be specific if goals pertain to units.


**3. Signatures**

\_\_\_\_\_  
**Tutor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**Please return this form to:**

The ITAS Officer  
Kurongkurl Katitjin - School of Indigenous Australian Studies  
Edith Cowan University  
2 Bradford Street  
Mt Lawley WA 6050

Ph: 08 9370 6115  
Fax: 08 9370 6055