

Indigenous Tutorial Assistance Scheme (ITAS)



Tutor Registration Information

Correct as of January 2012

For further information or assistance:

The ITAS Coordinator
C/-Kurongkurl Katitjin
Centre for Australian Indigenous Education and Research
Edith Cowan University
2 Bradford Street
MT LAWLEY WA 6050
Phone: (08) 9370 6115
Fax: (08) 9370 6055

What is the Indigenous Tutorial Assistance Scheme (ITAS)

ITAS is funded by the Department of Education, Employment and Workplace Relations (DEEWR) (formally known as DEST) under the Indigenous Education Direct Assistance (IEDA) program. ITAS contracts qualified tutors to provide students with assistance that cannot be obtained under the normal tuition provided by the University.

This program is student focused and therefore tutors need to be culturally sensitive, understanding and adaptable to the needs of the student.

Tutor Eligibility

To be eligible to conduct tuition, tutors must be either formally educated or have acquired relevant experiences in the area of study in which the student is enrolled.

A DEEWR employee is not eligible to tutor. (Please note: you are not considered a DEEWR employee if you are engaged as a tutor for the ITAS program with them, e.g. ITAS 9, 10, 11, 12 or Follow the Dream).

Students are also able to register as a tutor, however, they must:

- Be studying a major sequence of units in the subject area in which the student requires tuition.
- Not be receiving ITAS tuition in that subject area themselves, and
- Be at least two academic years ahead of the student requiring tuition.

Tutor registration

Registration with Kurongkurl Katitjin can be obtained by completing an ITAS Registration Form B available from the ITAS website at <http://www.kk.ecu.edu.au/students/itas.html>

The following should be attached to your registration form.

- Certified copies of certificates
- Academic record,
- Certified Copy of proof of identity (such as a drivers licence),
- A current CV

Plus, if you intend to work with Minors

- Certified copy of your Working With Children Check** and
- An Australian Federal Police National Criminal History Check**

Please remember that registration does not guarantee employment.

** WORKING WITH CHILDREN'S CHECKS AND

** AUSTRALIAN FEDERAL POLICE NATIONAL CRIMINAL HISTORY CHECKS

Edith Cowan University is an education provider that receives funding under the Indigenous Education Programmes (IEP) and we must ensure that persons who will come into contact with children in the delivery ITAS are suitable persons to work with children, and comply with any working with children checks required by the State or Territory in which the services are being delivered and those required by the Department of Employment Education and Workplace Relations (DEEWR) program requirements. The Australian Federal Police National Criminal History check is a DEEWR requirement and the under Western Australian state Legislation, a Working With Children Check is required.

Some students at Edith Cowan University have not yet turned 18 years old and are considered children. Tutors who do not have the required clearance will not be matched with a minor. The cost to obtain a Working With Children Check and Australian Federal Police check is borne by the tutor.

Edith Cowan University (ECU) Benefits for ITAS tutors.

Staff ID

All contracted ITAS Tutors are registered with Human Resources and given a Staff ID in order for payment to be made under the programme. The ITAS program is funded directly by DEEWR and therefore tutors, once engaged, agree to operate under the DEEWR guidelines. Once you have been given a Staff ID, you have access to the HR Kiosk where you can view your payslip information, update your banking and address details and print your group certificate.

Parking

Tutors are not eligible to receive full ECU employee entitlements however you can obtain a “**Part-time Blue Staff Parking** Permit” at a cost of approximately \$70.00 for a single semester in 2012. If you would like to know more contact the ITAS Coordinator.

It is recommended however, that initially tutors obtain parking “scratchies” available from the campus Bookshops for a cost of \$3 per day or \$6.00 per week until they know their contract will continue.

Access to computers/Email Address

On campus tutors can apply through the ITAS coordinator for an Access only IT account which will provide them with an Edith Cowan University Email account and on campus computer access.

Travel allowance (Non-Metropolitan tutors only)

Where travel to a tutorial session is more than 20 kms each way in a non-metropolitan area, the equivalent of APS vehicle allowance rate for the component of the journey that is in excess of 40 kms may be reimbursed. **Conditions apply, and the ITAS Coordinator must approve the travel allowance in advance.** Tutors in the metropolitan areas are not entitled to this allowance, regardless of how far they travel to attend a tutorial session.

Conflict of interest

To prevent any conflict of interest, tutors cannot assist a student who lives at the same address or has any close connections with them including in-laws, defacto or blood relations. Tutors are also not able to assist a student who attends their regular class or lecture.

These are only a few examples and any situation that may be considered a conflict of interest should be discussed with the ITAS Coordinator.

Cultural awareness

Non Indigenous tutors must be sensitive to or be able to relate to the educational needs of Aboriginal and Torres Strait Islander students. Tutors must understand issues affecting Indigenous & Torres Strait Islander education, such as:

- Indigenous history and contemporary issues.
- Learning differences, teaching styles prevalent in Aboriginal and/or Torres Strait Islander communities.
- Educational experiences
- Family structure and commitments.
- Diversity within the Aboriginal and/or Torres Strait Islander community.

In rare circumstances, Tutors may receive funds to attend 2 hours of Cross Cultural Training. This provision is once only and tutors are expected to pursue further understanding of Aboriginal and Torres Strait Islander education on their own initiative.

Tutor responsibilities

The role of the ITAS tutor is to:

- Provide a program of tuition that will increase the student's academic learning and that will enable the student to eventually become an independent learner.
- Discuss the written notes of the unit and assessment requirements.
- External students in particular should be encouraged into discussion of module topics as they do not have the benefit of a group lecture or group tutorial situations.
- Assist the student with a tuition schedule to pace their progress towards achieving their unit objective.
- Ensure that the content of assessments remain the student's work.
- Encourage students to discuss their unit requirements or problems with their Unit lecturers or Course coordinator and/or their Student Support or Indigenous Student Support Officer.
- Work to your contracted start/end dates and hours per week.
- Complete a Work Program Form C with the student at the first tutorial session
- Complete a Student Progress Report Form D approximately half way through the contracted period of tuition.
- Record each tutorial session on an ITAS Tutor Claim Form E and have the student co-sign at the end of **each session**.
- Advise the ITAS Coordinator if the tutorial relationship is not working and be prepared to cease tuition if this is the case.
- Ensure that current forms are being used i.e. Tutor Claim Form, Work Program etc. All current forms are available to download from the Kurongkurl Katitjin, ITAS website.