

EDITH COWAN UNIVERSITY



Aboriginal Tuition and Mentoring Program

GUIDELINES FOR TUITION ASSISTANCE AT ECU



What is the Aboriginal Tuition and Mentoring Program?

The Aboriginal Tuition and Mentoring Program (ATMP) aims to improve the educational outcomes of Australian Aboriginal and Torres Strait Islander students in tertiary courses to the same levels as those of non-Aboriginal Australians.

The ATMP is funded through Edith Cowan University's (ECU) Indigenous Student Success Program allocation and reports directly to the Department of the Prime Minister and Cabinet on outcomes from the program. The Centre for Learning and Teaching facilitates the ATMP for Australian Aboriginal and Torres Strait Islander students at ECU.

The ATMP covers the cost of engaging tutors to provide one-on-one academic and study skills assistance over a semester, with the intention of guiding students to direct their own learning.

What is self-directed learning?

The ATMP seeks to develop self-directed learners. Students will develop their own tuition program and build their independent study, learning, and professional skills in consultation with their tutor/mentor.

Who is eligible to apply for tuition?

All Australian Aboriginal and Torres Strait Islander students who are currently enrolled internally or externally, full-time or part-time in undergraduate degrees, postgraduate degrees and VET courses are eligible to apply for the program.

Students in the University Preparation Course are NOT eligible to apply.

Who is eligible to be a Tutor?

Tutor/mentors are defined as professionals giving guidance and advice. For the ATMP:

- Tutoring is to teach or guide, usually individually, in a specified subject
- Mentoring is to provide advice and direction based on experience.

To be eligible to register as a Tutor, you need to:

- Be either formally educated or have acquired relevant experiences in the area of study in which the student is enrolled;
- Understand and be culturally sensitive to the needs of Australian Aboriginal and Torres Strait Islander students; and
- Not have a conflict of interest by being engaged with the ATMP program.

How many hours of tuition are available?

Hours are allocated per student, not per unit as in previous years. The number of hours available depends on course type and on study load status (full time or part time), as in the tables below.

Undergraduate tuition hours available

UNDERGRADUATE	Total hours per semester
4 Units Full Time	60 hours/course
3 Units	45 hours/course
2 Units	30 hours/course
1 Unit	15 hours/course

Postgraduate tuition hours available

POSTGRADUATE and VET	Total hours per semester
4 Units Full Time	30 hours/course
3 Units	22.5 hours/course
1 or 2 Units	15 hours/course

How does the ATMP work?

1. Students apply using **Form A**
2. Tutors register using **Form B**
3. Coordinator matches each student with a suitable tutor*
4. Coordinator emails a confirmation notice, outlining hours available to student and tutor.
5. Student and tutor allocate the hours across the course, including some focus on exam time if relevant.
6. Student and tutor record this work plan on **Form C**, along with specific goals (see example)
7. Mid-semester: Student and tutor submit a **Form D** Progress Report (see example)
8. End of semester: Student fills in **Form H** Tuition Assessment Form

*Please note that tuition is conditional on whether a suitable tutor is available for the student's discipline area.

Semester Forms

FORM	Completed by	Requirements	SUBMISSION
A Student Application	Student	Submit as soon as possible after enrolment. Include: <ul style="list-style-type: none"> • Student number • Name and contact of a tutor you are requesting (if known). 	Final date: Friday of week 4 Send to: ATMP email atmp@ecu.edu.au
B Tutor Registration	Tutor	Submit with your B form: <ul style="list-style-type: none"> • Current copy of resume • Certified copy of your qualifications If offered contract, HR will also require: <ul style="list-style-type: none"> • Certified copy of passport (or equiv) • Health statutory declaration 	Final date: Last Friday before beginning of semester Send to: ATMP email atmp@ecu.edu.au
C Work Program	Student & Tutor	<ul style="list-style-type: none"> • Record the specific outcomes the student wishes to achieve • Detail the semester work plan that will support these outcomes. Include estimate of hours (see example on Blackboard). 	No later than 2 weeks after receiving notice to begin sessions Tutor uploads to: ATMP Blackboard Site
D Student progress report	ATMP coordinator to phone tutor for update	<ul style="list-style-type: none"> • Discuss progress towards outcomes • Discuss successes & setbacks /changes to work plan 	Final date: Friday of week 7 Tutor uploads to: ATMP Blackboard Site
H Tuition assessment	Student	<ul style="list-style-type: none"> • Evaluate the tuition • Identify whether your desired outcomes were achieved. H Form must be returned before further tuition is granted. 	Final date: Last Friday of exam week Student sends to: atmp@ecu.edu.au
P Tutor payment	Tutor: records hours Student: signs if correct	This document is a legal statement of hours worked. Tutors, please ensure that: <ul style="list-style-type: none"> • The P form records hours for only one student • The student signs at end of each session • Times & dates are accurate & clear. 	Fortnightly according to payroll schedule sent at start of semester Tutor uploads to: ATMP Blackboard Site

Responsibilities of student

- Comply with all ECU rules, by-laws and statutes, including the requirement that: “Staff must not arrange or conduct face-to-face ... student meetings in their home.”
- Wait for email confirmation notice before commencing tuition sessions.
- Attend all arranged sessions.
- Sign tutor pay forms directly after tuition is received.
- Ensure that the times and dates on the tutor pay forms accurately reflect hours and dates of tuition received.
- Take responsibility for your own learning. Your tutor/mentor is a guide and advisor; they cannot do your work for you.
- Plan how to spend your allocated hours over the semester (working with your tutor to complete the C planning and D progress forms).
- Keep your own record of hours spent.
- Complete the H evaluation form at the end of semester. ATMP support cannot be provided if the H form for previous semester/s has not been completed.

Tutors & students: Missed sessions

- Students must give tutors 24 hours notice if they wish to cancel a session.
- Unless 24 hours notice is given to cancel an agreed session, tutors can claim a 1 hour no show payment (maximum 2 x 1 hours per semester).
- Students are required to sign for the missed session at the following session, and the hour will be deducted from their allocation of hours. After two no shows, student eligibility for ATMP will be reviewed and may be cancelled.
- Students: if a tutor misses more than 2 sessions without notice, please contact the ATMP coordinator

Responsibilities of Tutor

- Comply with the ECU Staff Code of Conduct and all ECU rules, by-laws and statutes, including the requirement that “Staff must not arrange or conduct face-to-face ... student meetings in their home.”
- Wait for email confirmation before commencing your student’s one-on-one tuition sessions.
- Ensure that the times and dates on the tutor pay forms accurately reflect hours and dates of tuition given.
- Keep track of the hours of tuition, as any hours above the allocated hours cannot be claimed and will not be paid.
- Submit all key forms (including fortnightly P forms) on the ATMP Blackboard site.
- Do not disclose or make public information or material acquired or produced during contract without prior approval of the ATMP coordinator.
- Read the B Form (Registration Form) conditions carefully before signing. When you sign the form, you are agreeing to comply with the conditions listed on the form.

For further information, please contact the coordinator via the ATMP email address below:

ATMP Coordinator

Mt Lawley Campus Mon – Wed

Phone: 6304 6030

atmp@ecu.edu.au