

**CHARLES STURT UNIVERSITY**  
**INDIGENOUS TUTORIAL ASSISTANCE SCHEME**  
**(ITAS)**  
**TUTOR GUIDEBOOK.**

**What is ITAS?**

The **Indigenous Tutorial Assistance Scheme (ITAS)** is a supplementary program that funds tuition for Indigenous Students undertaking formal studies at **Charles Sturt University (CSU)**. This assistance is over and above that normally provided by CSU.

**Objective of ITAS.**

The objectives of ITAS are:

- To allow Indigenous Students to do as well as possible in their studies
- To allow Indigenous Students the opportunity to continue studying in their chosen field
- To bridge the educational gap that exists between Indigenous and non-Indigenous Students
- To provide Indigenous Students with the opportunity to achieve results above that which they would have achieved otherwise

**What does ITAS Cover?**

ITAS covers costs associated with the engagement of suitably qualified and/or experienced people to provide tutorial assistance to Indigenous Students.

**Examples of Costs.**

**Tutor Fees-** these are the rates paid to tutors for providing tutorial services to Indigenous Students. Rates are set in accordance to the Enterprise Bargaining Agreement.

**Transport or Travel Costs-** Students and Tutors may be reimbursed costs for transport if they need to travel more than 20 kilometres each way to attend a tutorial session in a non-metropolitan area or region.

**Materials and Equipment-** Students may be reimbursed up to \$50.00 per year for essential materials and equipment necessary to supplement tuition. The materials must not be for prescribed text books or course materials.

The approval and subsequent payment of any costs associated with travel and/or materials and equipment is dependant on whether sufficient funds are available and need to be discussed prior to tutoring commencing.

### **Level of Assistance.**

The level of assistance under ITAS is dependant on a number of factors. These factors include the needs identified in the **Educational Assessment** on the Student Application form, **AND** the availability of funds at the time an application is being assessed.

Students do not have an automatic entitlement to a given number of hours under ITAS. The maximum level of assistance that a student can receive is:

- Up to 2 hours per subject per week; and
- Up to an additional 5 hours in total during examination preparation breaks.

Hours cannot be saved up or grouped together. For example if a student is seeking assistance for 4 subjects, the conditions under which assistance would be approved is a total of up to 2 hour per subject per week, **NOT** 8 hours in total to use in whatever subject(s). This would also apply when a session is missed either by a student or tutor, the hours cannot be saved up or added onto sessions planned for another time.

### **Conflicts of Interests.**

It is important to protect the reputation and integrity of ITAS. Therefore anyone involved in ITAS in any capacity (including student, tutors and CSU staff) must avoid real or potential conflicts of interests, Students, tutors and staff have an obligation to report real or potential conflicts of interests involving themselves or others. For further information please also see “**Conflict of Interest (A9.6.9)**” of the **ITAS Procedural Manual**.

Other situations involving potential conflicts of interest:

- The Tutor is a member of the same immediate\* or de facto family as the student
- The Tutor is a close friend of the student applying for assistance; and
- Any other circumstances that could be seen to compromise the integrity of ITAS

For the purpose of these guidelines “family” means a person who:

- is related by blood or marriage
- has a strong affinity with the student applying for assistance
- stands in a bona fide domestic or household relationship with the student applying for assistance

## **Registering to become a Tutor under ITAS.**

To be considered as a Tutor under ITAS, you must first read the **Tutor Guidebook**, then complete both an **ITAS General Conditions of Agreement** and an **ITAS Retainer Agreement**. These along with other required paperwork, are to be returned to the Programs Manager.

A Tutor is expected to possess suitable and appropriate qualifications; if not, then possess relevant experience, especially in subject related areas.

Undergraduate students registering as, or who are engaged as tutors would need to be studying or have studied a sequence in the subject requested by the student **AND** be at least two (2) academic years ahead of the student(s). They must also show evidence of sound academic results in the subject area and **NOT** be in receipt of tutorial assistance under ITAS.

## **Group Tutorials.**

On occasions there will be instances where more than one student from the same location, applies for assistance in the same subject(s) area. Due to efficiency and the availability of funds, in such circumstances, tutorials will be arranged on a group basis. As such anyone registering as a Tutor under ITAS should make themselves available to provide tutorial services on a group basis, if and when approached or requested by the Programs Manager. Any tutor who refuses to provide such services without a reasonable excuse will (a) have their current contract terminated (if one exists) and (b) denied consideration for any future tutorial arrangements. The decision relating to any such circumstances will be at the discretion of the Programs Manager.

## **TUTOR ROLES AND RESPONSIBILITIES.**

**Role:** The primary objective of an ITAS Tutor is to have a commitment to the encouragement of Independent learning. To this end the following criteria applies:

### **Knowledge**

- Developing or deepening theoretical understanding according to the subject
- Understanding key discipline related concepts
- Knowledge of Indigenous Australian Peoples communication styles and an ability to relate to Indigenous people
- Have or ability to obtain a knowledge and awareness of issues affecting or likely to affect Indigenous Australian people studying at University.

### **Skills**

- Improving Critical thinking
- Understanding their own learning styles and strengths while working to improve the areas of weaknesses identified by the student

- Improve research skills
- Information seeking, retrieval and evaluation
- Negotiate and Evaluate key course readings
- Develop organisational and time management skills
- Develop planning, drafting and editing skills
- Developing flexible learning alternatives based on an understanding of the students knowledge base
- Develop oral and written skills appropriate to the discipline and level of University studies

## **Communication**

Improve Indigenous Students capacity to:

- Handle the various communication skills specific to the subject or area of study in a way that will enhance an approach to independent learning
- Self edit and evaluate
- Negotiate with University staff (Academic and Support) to utilise alternative sources of services available within the University's environment.

It is important that a consistent pattern of study is encouraged with a semester plan and an outline of when work is to be completed and/or submitted, so that adequate timing and planning can be made. This can be implemented as part of the **Tutor Work Program**.

## **RESPONSIBILITIES.**

In providing tutorial services tutors are required to complete and lodge various paperwork throughout the period of a contract. Following is an outline of the forms that require completion and details of when they are to be lodged.

### **Work Program**

This form is to be completed in collaboration with the student(s) and returned within two (2) weeks of the commencement of tutorials.

### **Claim Forms**

Claim Forms are to be completed at the end of each tutorial session conducted. The student is to sign in the relevant section to endorse that the session was in fact held. Tutors need to ensure that all relevant information is provided and sections completed in full. Tutor should only claim for the hours that they have been approved for. Claiming for any unapproved hours could mean the cancellation of the Contract of Engagement. **AT NO TIME SHOULD A TUTOR ASK A STUDENT TO SIGN A BLANK CLAIM FORM.**

## **Feedback Forms**

Tutors are required to complete ITAS Feedback forms at the completion of each tutorial session. Information provided on feedback forms should correspond with the Tutor Claim form(s).

## **Student Progress Reports**

The Student Progress reports is to be completed and returned within two (2) weeks of the final tutorial session conducted.

## **Tax File Declaration and Banking Details Forms**

All prospective tutors are required to complete both a **Tax File Declaration** and **Banking Detail form**. In most cases these are usually sent along with the initial offer of engagement.

## **When can Tutoring start?**

As outlined in the ITAS-General Conditions of Agreement (Provision of Service), tutorials cannot start prior to the Tutor receiving a Letter of Approval and an Approved Contract of Engagement to start tutorial services. Payment will not be made for any tutorials undertaken outside the contract period or for those hours that exceed the approved weekly allocation.

**PLEASE NOTE: In terms of efficiency and proper management the weekly period covers from Sunday to Saturday.**