

ABORIGINAL TUTORIAL ASSISTANCE SCHEME

TUTOR RESPONSIBILITIES

ATAS Feedback Form

This form needs to be completed at the end of each tutorial session and returned along with the ATAS Claim form.

Work Program

This form needs to be completed in conjunction with the student/s and returned to the **Manager – Special Programs** within **two (2) weeks** of commencement of tutorials.

Student Progress Report

This report is to be completed at the end of the tutorial contract along with the last claim for the contract period

Tutor Evaluation

Again, this form is to be completed and returned at the end of the tutorial contract

Claim Forms

Please ensure that all relevant details are completed correctly. Only claim for those hours per week that you have been approved for. You must also ensure that the student/s sign for each session claimed. Failure to do this will result in the form being returned.

Employment Declaration Form

All tutors need to complete one of these if not already done so

Banking Details

Again, all tutors need to lodge one of these forms (if not already done)

PLEASE NOTE: You must notify the Indigenous Education Centre if there are any changes with your personal details, such as address, phone number, bank details, etc.,