Indigenous Tutorial Assistance Scheme (ITAS)

ITAS TUTOR INFORMATION:

The purpose of this form is to provide:
- Background information about the ITAS scheme
- Guidelines on how to apply
- The process of becoming an ITAS Tutor / RMIT employee
- Administration and Responsibilities of the position

BACKGROUND:

The Department of Education, Employment and Workplace Relations (DEEWR) provide bulk funding to Australian tertiary institutions for administering the program locally, to meet the tutoring needs of its Indigenous students. The Ngarara Willim Indigenous Centre at RMIT University manages the program.

Students in their first year of tertiary study are especially encouraged to make use of this service, although it is available to all Indigenous students at any level.

Tutorial assistance is available for students who are doing well in their programs, and would like to keep ahead, or for students who feel they need additional tutoring.

Tuition sessions can be either individual, or a group made up of students studying the same program (course). Students can receive tutoring for:

Two hours per week per course (subject) during semester and five hours per week per course (subject) during exam time.

APPLICATION GUIDELINES:

Potential ITAS tutors must complete the ITAS TUTOR APPLICATION FORM (available from www.rmit.edu.au/ngarara/tutoring/tutors) and provide all relevant supporting documents listed. The form and supporting documents must then be sent to RMIT’s Ngarara Willim Indigenous Centre for approval and processing.

BECOMING AN ITAS TUTOR / RMIT EMPLOYEE

Once your initial application has tentative approval, you will be asked to meet with Ngarara Willim’s ITAS Coordinator for an induction. The induction commonly occurs at the Ngarara Willim Indigenous Centre.

Once the induction has occurred, Ngarara Willim advise RMIT’s People and Culture of your proposed appointment. You should then expect an email from People and Culture with your RMIT ‘E’ number (staff number) and instructions on how to accept your offer (called an Instrument of Appointment or IOA).

Relevant notes for tutors or potential tutors:

- Tutors cannot be the immediate teacher or lecturer of the relevant student/s.
- It is advised that tutorials only commence after official appointment as an ITAS tutor. RMIT is not obliged to provide remuneration for any tutorial sessions prior to this occurring.
- Tutors must have a Working With Children check (or equivalent) if tutoring a person less than 18 years.
- Individuals may be recruited for a specific student requiring support. Otherwise, you may apply to become a tutor where you will then be considered for any appropriate student who registers for ITAS support.
ADMINISTRATION AND RESPONSIBILITIES OF BEING AN ITAS TUTOR

Student - Tutor Log Form: Provided to you in your induction (and via email) - one per student - this form lists the relevant student, the courses for which they are receiving tutoring and details of your meetings. One form is generated each fortnight and must be signed by the tutor and student within each meeting. This form **must** be sent to Ngarara Willim each fortnight as part of the ITAS Tutor role.

Pay Claims: Tutors must complete and submit the ‘CA07’ claim form available here: [http://www.rmit.edu.au/pc/casualadmin](http://www.rmit.edu.au/pc/casualadmin) This form and its completion are explained during the induction. Completed forms are to be sent to Ngarara Willim Indigenous Centre by either of the following means:

1. Printed off, filled in and faxed to Ngarara Willim on 03) 9925 4887 Att: Carly Groves
2. Filled in electronically as a Word Document and emailed to carlie.groves@rmit.edu.au
   (Typed signatures are acceptable under current Victorian legislation)
3. Scanning the form and emailing it to carlie.groves@rmit.edu.au

   o Claim forms not received by the end of the working fortnight cannot be processed until the following fortnight so please ensure that they are submitted on time.
   o Time worked must only fall within the hours of a ‘normal working week’ i.e. 9am to 5pm Monday to Friday. Tutorials may occur during ‘school holidays’ but not on weekends or public holidays. If due to exceptional circumstances, tutorials need to occur during these times, it must be cleared with Ngarara Willim / Student Services Group management.

OTHER INFORMATION:

‘No shows’ from students and how this relates to ongoing tutorials:

If a student does not show up, tutors are asked to wait for 30 minutes and then call them on the nominated contact number. If the student does not answer the tutor may leave the meeting place and claim for the block of time that was originally planned to be spent tutoring (e.g. 2 hours).

As part of the ‘ITAS student Registration form’ it states that if students do not show up for multiple tutorials, the student must see the Indigenous Liaison Officer for a review of their ITAS, before recommencing tutoring.

Here, the Tutor’s responsibility is to notify the Ngarara Willim Liaison Officer or ITAS Coordinator of multiple absences. Tutoring for this student will be suspended until the student meets with the ILO to speak with them about the situation and any other factors that may be contributing to this situation. From here, the ILO will advise the tutor of the outcome of this meeting and the resumption (or cancellation) of tutorial sessions for the relevant student.