

Indigenous Tutorial Assistance Scheme for Tertiary Tuition (ITAS)



Student Handbook
Semester 1, 2015

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We, the Aboriginal and Torres Strait Islander Studies Unit, acknowledge the Aboriginal and Torres Strait Islander owners of the lands on which we work, and pay our respects to elders, past and present.

What is ITAS?

ITAS is an academic initiative, managed by the Commonwealth Department of Prime Minister and Cabinet, which aims to improve educational outcomes for Aboriginal and/or Torres Strait Islander students.

Under this scheme, Indigenous students receive supplementary academic tutoring, either one-to-one or small group tutorials, in subject-specific areas from a qualified tutor.

The ITAS program at UQ is managed by the Aboriginal and Torres Strait Islander Studies Unit (ATSIS Unit) in conjunction with the Faculties.

ITAS is subject to the requirements of, and is operated in accordance with, the Indigenous Education (Targeted Assistance) Act 2000 and the Indigenous Education (Targeted Assistance) Act 2000 Program Guidelines (the Guidelines):

<http://www.innovation.gov.au/HIGHEREDUCATION/INDIGENOUSHIGHEREDUCATION/Pages/IndigenousTutorialAssistanceSchemeTertiaryTuition.aspx>

NOTE: Participation in our ITAS program is *highly recommended for students who enter The University of Queensland through the alternative entry pathway*. Participation in the ITAS program is voluntary.

Funding

UQ receives Commonwealth funding towards the costs associated with ITAS including employing tutors to provide the ITAS tuition. There is no cost to students to participate in this program.

Student eligibility for ITAS Tuition

According to the Guidelines, to be eligible for ITAS:

- 1. the student must be an Australian Aboriginal and Torres Strait Islander student; and**

The following is taken into consideration - whether the person:

- is of Aboriginal or Torres Strait Islander descent; and
- identifies as an Australian Aboriginal or Torres Strait Islander; and
- is accepted as an Australian Aboriginal or Torres Strait Islander in the community in which he/she lives or has lived.

ITAS applicants should provide a Confirmation of Aboriginal and/or Torres Strait Islander status. Your confirmation should be recognised within your own community or organisation and be signed by the appropriate signatory under their Common Seal.

- 2. the student must be enrolled in a university award level course; and**

Post-graduate students are also eligible to apply for ITAS. Postgraduate students should have developed appropriate skills in literacy, numeracy, academic writing and research prior to their admission into a postgraduate program. However, ITAS may be appropriate if the student has not previously studied in that subject. Post-graduate students are encouraged to contact the ATSIS Unit to discuss their tuition needs.

- 3. the student is recommended for ITAS tuition by an academic who accesses the student's learning needs.**

Before a student can be approved for ITAS support, the Guidelines require that an assessment is undertaken of the student's tutorial support needs. This is to ensure that each student is provided with the most appropriate support according to their needs.

How many hours of ITAS support are available to an eligible student?

According to the Guidelines, eligible Aboriginal and/or Torres Strait Islander students are able to access ITAS tuition up to a maximum of:

- 2 hours per week per course during the teaching period; and
- a total of 5 hours of revision tuition during the examination preparation period. This is 5 hours in total across all courses – it is not 5 hours for each course.

Students can apply for tuition for some or all of their courses for that semester. A student may also apply to receive ITAS tuition for the 5 hours of revision tuition, even if they have not been receiving ITAS tuition during the teaching period.

How to apply for ITAS tuition

As the courses that you study and your learning needs change every semester, you will need to apply for ITAS support each semester if you are seeking ITAS for that semester.

To apply for ITAS tuition you need to:

- ✓ Fill in the 2015 ITAS Student Application form; and
- ✓ Contact your course lecturers or course coordinators or one of the ATSiS Unit's academic staff members within the first week of the semester or earlier to make an appointment to meet with them to discuss your learning needs for that course and complete the ITAS Recommendation Form*;
- ✓ Complete the ITAS Recommendation Form 2015 with the course lecturer, course co-ordinator or one of the ATSiS Unit's academic staff members; and
- ✓ Submit:
 - your completed Student Application form; and
 - the completed ITAS Recommendation form; and
 - a copy of your Confirmation of Aboriginal and/or Torres Strait Islander status;
 to the ITAS Coordinator.

*Unless the student has any specific concerns that they would like to raise, these appointments are usually fairly brief, normally 10 to 15 minutes. During the discussion, the academic may look at your academic record and your ITAS application and will then recommend the services available (including ITAS) to support your learning needs. If ITAS is recommended, please ask the academic to complete the ITAS Recommendation Form during the appointment.

If you have any concerns or need assistance with completing the necessary ITAS documentation, please contact the friendly staff in the ATSiS Unit – they are there to help. The academic staff in the ATSiS Unit are available to meet with you to discuss your learning needs and the support available to you, including assisting with completing ITAS Academic Assessment and Faculty Recommendation Forms. Please talk to a member of the Student Relations team about making an appointment with a member of the ATSiS Unit academic team to conduct the assessment.

Allocation of ITAS tutors to students

The ATSiS Unit and/or relevant Faculty will allocate approved ITAS tutors to students, depending on the student's assessed learning needs. We will also take into account any potential conflict of interest (ITAS tutors must not be a member of the allocated student's immediate or de facto family and not be the student's usual course lecturer or tutor).

At UQ, a tutor must fulfil the following criteria in order to be eligible to be an ITAS tutor:

- be qualified, either through formal education or relevant experience, to be eligible to deliver the required tuition; and
- a minimum grade point average (GPA) of 5.5; and
- must be at least two academic years ahead of the student (first and second year university students are not eligible to be ITAS tutors); and
- have an understanding of, and sensitivity to, the educational needs of Aboriginal and/or Torres Strait Islander students.

Should you have a personal preference as to which tutor is allocated to you (e.g., male/female), please let us know. We can't make any guarantees, but we will take your request into consideration.

Please be aware that submitting the required ITAS forms does not guarantee ITAS tutorial assistance. The ATGIS Unit will endeavour to engage tutors to cater to the applicant's academic needs, however, circumstances may arise where a suitable tutor is not available. This would occur only rarely and in those circumstances, the ATGIS Unit would discuss alternative support with the student.

The ATGIS Unit will notify students and ITAS tutors in writing of their allocation for that semester (Notice of ITAS Allocation). This will include the student's and tutor's contact details, the course code and name, the type of tuition (one-to-one or group tuition) and the maximum number of hours of tuition per week.

Remember, the maximum number of hours of tuition for each student is:

- 2 hours per week per course during the teaching period; and
- a total of 5 hours of revision tuition during the examination preparation period. This is 5 hours in total across all courses – it is not 5 hours for each course.

Under no circumstances, should tutors and students make arrangements for tutorials to take place, or commence with tutorial sessions, which have not been approved in writing by the ATGIS Unit.

Getting started

Arranging the “where” and “when” for ITAS tutorials

Once you have received the written Notice of ITAS Allocation from the ATGIS Unit (see above under **Allocation of ITAS tutors to students**), you should contact your tutor to arrange a suitable time and mutually convenient place to meet for the first ITAS tutorial session. Tutorial times may vary in the first few weeks as you finalise the timetable for your courses.

Please note the following requirements when arranging ITAS tutorials:

- ITAS tuition must not exceed the maximum number of hours allocated for ITAS tuition for that course (as set out in the Notice of ITAS Allocation).
- The ITAS tuition must be conducted in the semester teaching time, except for the 5 hours total for exam preparation which must take place in the revision period. ITAS tuition should not continue after the last day of the exam preparation period. Tuition after this date may be approved by the ATGIS Unit where there is evidence of exceptional circumstances, for example a student has been granted an extension of time in which to complete an item of assessment.
- ITAS tuition should not be conducted at the tutor's or student's home. ALL sessions must be conducted on campus or at a mutually agreed upon suitable location by both tutor and student. The ATGIS Unit does have a limited number of study spaces available. There are also a number of study spaces all around UQ to meet for tutorial sessions.

- ITAS tuition cannot take place during the hours of a student's scheduled lecture, tutorial, laboratory session or clinical placement.

The first tutorial

You should bring the following documents/items to the first tutorial session:

- Timetable (of all courses, lectures, tutorials)
- Course outline (from the course profile) – ensure that both you and the tutor have a copy
- Diary and study plan (or a list of when all assessments are due)
- Textbook/reading list
- Lecture notes

You and the ITAS tutor need to establish how you can work together effectively at the first tutorial session. The tutor needs to establish the following with you:

- **When and where the tutorials will take place:** tuition should take place at a regular time each week and at a mutually convenient place on campus.
- **Methods of communication:** you and the tutor should exchange contact details. This is important if a tutorial session needs to be rescheduled.
- **Student expectations:** You should have realistic and clear expectations from the start which will ensure that both you and the tutor are working to achieve the best outcome. For example, a tutor would need to explain the difference between the work required to achieve a grade 4 or a grade 7.
- **Preparation prior to each tutorial:** the tutor should advise you of what preparations are needed for each tutorial session, for example what readings or prep work must be done before the tutorial session commences.
- **Planning the semester:** The tutor can help you organise your time taking into account the course workload.
- **Agreeing a work program:** see below.

Work program

Tutors must prepare a work program, based on the needs identified in the student's assessment for ITAS tuition.

The tutor will consult you in developing the work program and the work program should be signed by both you and the tutor. **It is recommended that tutors and students allocate some time during their first and/or second tutorial session to develop the work program for the course.**

The ITAS tutor must submit the work program to the ATIS Unit **within two weeks of commencement of tuition.** Tutors may be requested to amend a work program that does not address the educational needs of the individual student.

The ITAS tuition provided by the tutor must be conducted in accordance with the approved work program for that student.

Academic Integrity

At no stage are tutors to do the work for you – this includes:

- drafting essays or assignments
- typing up draft essays or assignments
- conducting electronic searches for research
- any other activity that could be thought of as part of the obligations of an autonomous student.

You should be aware of UQ's position and policies in relation to academic integrity and plagiarism, which can be found at <http://www.uq.edu.au/myadvisor/academic-integrity-and-plagiarism>.

Requests for additional ITAS tuition

If you feel you need additional hours of ITAS tuition, please contact the AT SIS Unit. You will not be entitled to additional tuition beyond the allocated hours of ITAS tuition, unless approved by the AT SIS Unit in writing.

The number of ITAS hours allocated to you for each week cannot be carried forward or saved for future session, unless approved in writing by the AT SIS Unit in writing.

Non- attendance and rescheduling an ITAS session

It is important to contact your tutor ahead of time if you know you are not able to attend a pre-arranged tutorial session. **Please give your tutor at least 24 hours' prior notice and try to reschedule your session for another mutually convenient time later that week.**

Tutors are required to inform the AT SIS Unit as soon as possible if you do not give reasonable notice (at least 24 hours' prior notice) of non-attendance of a tutorial session.

If you do not give reasonable notice and you have not attempted to reschedule the session, **the number of hours of ITAS tuition available to you for that course for that week will reduce** as the tutor will be able to claim up to one hour of ITAS allocation for your non-attendance.

However, if you do inform the tutor (even with less than 24 hours' notice) of your inability to meet at the scheduled time, and you attempt to re-arrange to meet later the same week, then you will still be entitled to the full number of hours of ITAS allocated to you for that course for that week and the tutor will not be able to claim the one hour for non-attendance.

If you miss 3 tutorial sessions during the semester, ITAS tuition may be cancelled by the AT SIS Unit. If the tuition is cancelled and you wish to continue to receive tuition, you will need to reapply for ITAS.

If your tutor does not show up for a scheduled tutorial session, please make a reasonable effort to contact your tutor and reschedule the session. As with students, we ask ITAS tutors to also give 24 hours' prior notice if a session is to be cancelled.

What if I do not get on with the tutor?

The AT SIS Unit makes considerable effort to ensure that the tutor / student ITAS arrangements work well for both parties. Should a student feel that the arrangement is not working, please inform the ITAS Coordinator straight away. We will then work together to resolve the situation.

ITAS tutor timesheets

ITAS Tutor Claim Forms (Timesheets) must be completed and signed by both you and your tutor at the end of each tutorial session. If you cover more than one course in a block tutorial session, the claim form must show how the time was allocated between the courses. Please remember the limit of two hours per course per week and 5 hours in total across all courses for examination preparation.

The ITAS tutor is responsible for submitting the timesheets to the AT SIS Unit.

Your progress

It is important to realise that your support needs may change throughout the semester. You should keep in regular contact with the AT SIS Unit Student Relations team to let them know of your progress and outcomes and your feedback about ITAS. You should raise any concerns about the

progress and outcomes of the tuition or any other concerns about your learning needs with the AT SIS Unit.

ITAS evaluation

Towards the end of the semester, you and your course lecturer or course tutor (not the ITAS tutor) must complete a tuition assessment to provide feedback about the effectiveness of the ITAS tuition. The AT SIS Unit will send you details together with the evaluation form for completion close to the end of semester.

ITAS tutors may also be asked to provide feedback including about the effectiveness and outcomes of the tuition from their perspective, the ITAS program and processes or any other issues or concerns.

Reporting

UQ is required to comply with the monitoring and reporting arrangements for ITAS as set out in the Guidelines and funding agreement between the University and the Commonwealth.

Information privacy and confidentiality

In improving the educational outcomes for Aboriginal and/or Torres Strait Islander students, UQ will access information relating to your academic progression for the purpose of assessing your support needs and providing and evaluating the support provided to you by UQ (including through ITAS). UQ may be required to disclose your personal information to the Federal Government in accordance with the Guidelines and the funding agreement between the University and the Commonwealth.

The University complies with the Information Privacy Act 2009 (Qld) and has implemented a Privacy Management Policy. For further details, please go to:

<http://www.uq.edu.au/rti/index.html?page=197976>

Other services for students

There are a number of other services available to UQ students. For more information, please see the University's websites: <http://www.uq.edu.au> and <https://student.my.uq.edu.au>.

The AT SIS Unit's Learning Advisor offers academic skills assistance in a wide range of areas including essay writing, research skills, examination preparation, reading and note taking, using the library effectively.

The Student Centre provides assistance to students on all student administration and general enquiries relating to university life. Please see: <http://www.uq.edu.au/student-centre/>

- **St Lucia Campus** Level 1, JD Story Building (Bldg #61)
Phone: 07 3365 2600
- **Gatton Campus** Level 1, NW Briton Administration Centre Annexe (#8101)
Phone: 07 5460 1276
- **Herston Campus** Room 156, Mayne Medical School Building (#881)
Access via phone: 07 3381 1011

Student Services is there to help students. Services include assistance/advice with accessibility, accommodation, careers, counselling, faith and study skills workshops. Please see:

<http://www.uq.edu.au/student-services/>.

Disability Services – for information on disability services and facilities at UQ, please go to :
<http://www.uq.edu.au/student-services/accessibility>

Contacting the AT SIS Unit:

ITAS is managed by the Aboriginal and Torres Strait Islander Studies Unit’s Student Relations team.
The contact person for ITAS applications, or for any ITAS related queries, is:

ITAS Officer

Email: itas@uq.edu.au

Alternatively, contact the AT SIS Unit on 07 3365 6699 and ask to speak to a member of the Student Relations team.

The AT SIS Unit can be found on:

- **Gatton Campus** – Morrison Hall, Level 2 (access from Student Services Office)
M: 0400 647 526 | Email: atsis@uq.edu.au
- **St Lucia Campus** – Building #4, Staff House Road
P: 3365 6699 | Email: atsis@uq.edu.au

