Indigenous Tutorial Assistance Scheme for Tertiary Tuition (ITAS)

Tutor Handbook
Semester 1, 2015
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We, the Aboriginal and Torres Strait Islander 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):


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.

ITAS is available to Aboriginal and/or Torres Strait Islander students undertaking studies at UQ, subject to the eligibility requirements set out in 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.

Who can be an ITAS 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
- must comply with Queensland legislation relating to working with minors and child protection (all tutors must have a Blue Card for working with children); and
- have an understanding of, and sensitivity to, the educational needs of Aboriginal and/or Torres Strait Islander students.

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.

Aboriginal and/or Torres Strait Islander people are encouraged to apply but you do not need to be an Aboriginal and/or Torres Strait Islander person to be an ITAS tutor.

Applying to be an ITAS tutor

If you feel you have the necessary qualifications and/or experience to be an ITAS tutor, please complete and submit an ITAS Tutor Registration Form (including providing a copy of your CV and
your qualifications and academic record) to the Aboriginal and Torres Strait Islander Studies Unit ITAS Administration Coordinator. Contact details can be found on the final page of this handbook.

ITAS is implemented by each university according to that university’s administrative policies and procedures. As a result, methods of ITAS tutor registration, employment and pay arrangements vary from university to university. If you are registered as an ITAS tutor at another university, this is not transferable to UQ.

The application to become a tutor is a competitive process. Applicants may be invited for an interview. Submitting an application or participating in an interview is not a guarantee of employment.

Successful applicants will be notified in writing by the ATSIS Unit and will be required to provide and complete the necessary Human Resources documentation, as advised by the ATSIS Unit.

**Employment as an ITAS Tutor**

ITAS is based on the students’ tutorial needs – which will be assessed each semester and will change from semester to semester. For this reason, ITAS tutors are engaged for a period not longer than a semester. We cannot guarantee any, or continuing ITAS tutor employment beyond that semester. ITAS tutors may be reappointed in subsequent semesters depending on student needs for that semester.

The terms and conditions of employment as an ITAS tutor, including the relevant rate of pay, are set out in the Offer of Appointment. Employment as an ITAS tutor is governed by those terms and conditions and UQ policies and procedures. If there is any inconsistency between this handbook and the offer of appointment, the offer of appointment applies.

There are different ITAS tutor rates of pay depending on the academic qualification of the tutor and whether the tuition is provided on a one-to-one basis or group basis.

The ATSIS Unit will notify the ITAS tutor of the type of tuition (one-to-one or group) required at the time of allocating the student to that ITAS tutor.

The current rates* are:

- where the ITAS tutor is an undergraduate:
  - $46.17/hour for one-to-one tuition
  - $69.25/hour for group tuition
- where the ITAS tutor has an academic qualification (eg bachelor degree):
  - $69.14/hour for one-to-one tuition
  - $103.72/hour for group tuition

Please contact the ATSIS Unit for medically-qualified ITAS tutor rates.

ITAS tutors will not be entitled to reimbursement of any travel costs.

**Allocation of ITAS tutors to students**

The ATSIS Unit and/or relevant Faculty will allocate ITAS tutors to students depending on the student’s needs. The ATSIS Unit will notify students and ITAS tutors in writing of the 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 ATSIS Unit.

Preparation time for Tuition

The allocated hours of ITAS tuition do not include preparation time and ITAS tutors are not paid for preparation time. The tutor is expected to be familiar with the course outline and assessment item(s) relating to the course. A tutor should familiarise themselves with the Course Profile prior to the first tutorial session and be knowledgeable of the course content.

Tutor Training

Early in semester, tutors should attend the tutor training workshops run by their Faculty and School for discipline-specific tutor training.

ITAS tutors can receive additional tutor skills assistance and support from the ATSIS Unit (Please contact the ATSIS Unit Learning Advisor).

An additional resource for tutors at UQ can be found in the following website: www.uq.edu.au/tutors/

Please note: ITAS funding is not available for ITAS tutor training and tutors are not entitled to be paid for tutor training.

Cultural Awareness Training for ITAS tutors

The ATSIS Unit will arrange cultural awareness workshops for ITAS tutors, aimed at enhancing understanding of the educational needs of Aboriginal and/or Torres Strait Islander students.

It is mandatory for ITAS tutors to attend a cultural awareness workshop. ITAS funding is available and tutors will be paid for their time in attending the workshop. Certificates of attendance will be provided to attendees. The ATSIS Unit will inform ITAS tutors of upcoming cultural awareness workshops.

Getting started

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

Once the ITAS tutor has received the Notice of ITAS Allocation from the ATSIS Unit (see above under Allocation of ITAS tutors to students), tutors should contact the student(s) 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 the students are finalising the timetable for their 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 student (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 ATSIS 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 ATSIS 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.

If a tutor is meeting with a student or group of students for large blocks of time, he/she must remember to schedule a break. A tutor should allow a minimum of 15 minutes between students so that there is time to prepare for the individual needs of the next student/s.

The first tutorial

The ITAS tutor should ask the student to bring the following documents/items to the first tutorial session:

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

Tutors and their student need to establish how they can work together effectively at the first tutorial session. The tutor needs to establish the following with the student:

- **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**: the tutor and students should exchange contact details. This is important if a tutorial session needs to be rescheduled.
- **Student expectations**: A student should have realistic and clear expectations from the start which will ensure that both the student 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**: A tutor should advise the student 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 the student organise their 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. Work program templates are available from the ATSIS Unit.

The work program must be developed in consultation with the student and endorsed by the student. **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 work program must be submitted to the ATSIS Unit** (ITAS Administration Coordinator) 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.

Tutors who have not submitted completed work programs will not have their pay claims approved for payment.
The ITAS tuition provided by the tutor to the student must be conducted in accordance with the approved work program.

Academic Integrity

At no stage are tutors to do the work for the students – 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.

ITAS tutors 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

All requests for additional hours of ITAS tuition must be directed to the ITAS Administration Coordinator. The ITAS tutor will not be entitled to payment for any additional tutorial sessions beyond the allocated hours of ITAS tuition set out in the ITAS Notice of Allocation, unless approved by the ATSIS Unit in writing.

The number of ITAS hours allocated to a student for each week cannot be carried forward or saved for future sessions, unless approved in writing by the ATSIS Unit in writing.

Non-attendance and rescheduling an ITAS session

A tutor must inform the ITAS Administration Coordinator as soon as possible if the student does not give reasonable notice (at least 24 hours’ prior notice) of non-attendance of a tutorial session.

Tutors may claim for a maximum of one hour for a non-attendance by a student, where reasonable notice has not been given and the student has not attempted to reschedule the session. However, if the student does inform the tutor (even with less than 24 hours’ notice) of their inability to meet at the scheduled time, and wishes to re-arrange to meet later the same week, then in such cases a claim for non-attendance cannot be made by the ITAS tutor. Please always try to reschedule tutorial sessions in all cases.

If the student misses 3 tutorial sessions during the semester, the ITAS tuition may be cancelled by the ATSIS Unit. If the tuition is cancelled and the student wishes to continue tuition with the tutor, he/she will need to reapply for ITAS.

The ATSIS Unit will not accept more than three claims by an ITAS tutor for payment for non-attendance by the same student in a semester.

What if I do not get on with the student?

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

ITAS tutor pay claims

In order to be paid, ITAS tutors must:

1. complete and submit an ITAS Tutor Claim Form every fortnight; AND
2. complete and submit an electronic timesheet through UQ’s HR system (myAurion).
ITAS Tutor Claim Forms (paper form):

- The Tutor Claim Form includes the date, the name of the student, the course being tutored and the number of hours of tuition provided in that session. The form must be **signed by the student** at the end of each tutorial session and **signed by the tutor** before it is submitted.
- There is a specific tutor claim form for those doing group tuition – and the form must be signed by the students of the group tutorial session and by the tutor before it is submitted. Sometimes not all members of a group tutorial can attend. If only one student attends the session, the tutor must inform the ITAS Administration Coordinator and may only claim the one-to-one rate for that session.
- Examination preparation hours must be recorded on the Tutor Claim Form and clearly marked as examination preparation.
- The tutor and student(s) must initial any corrections or amendments. Incomplete claim forms will result in delays in approval of timesheets.
- If more than one course is covered in a block tutorial session, the claim form must show how the time was allocated between courses.
- The ITAS allocation is set out in the Notice of ITAS Allocation and is limited to a maximum of 2 hours per course per week and 5 hours in total for examination preparation. Timesheets will not be approved where the claim forms indicate that the maximum hours have been exceeded, without prior written approval of the ATSIS Unit.
- It is the tutor’s responsibility to keep a copy of all Tutor Claim Forms submitted to the ATSIS Unit for his/her own records.

Tutor claim forms (both for one-to-one sessions and group sessions) are available from the ITAS Administration Coordinator. Completed forms must be submitted to the ITAS Administration Coordinator.

**My Aurion timesheet (electronic form):**

- Submit an electronic version of their timesheet through the MyAurion system. Information on how to lodge a timesheet in MyAurion is contained in the ITAS Tutor’s Offer of Appointment.
- Timesheets should be sent to the timekeeper mailbox - TK Mailbox: TK ADMIN ATSISU (TKY ADMIN05).

**Payments will not be approved until the ITAS tutor has:**

- submitted a Work Program relevant to that student;
- submitted the signed hardcopy Tutor Claim Form to the ATSIS Unit every fortnight; and
- lodged the corresponding electronic timesheet in MyAurion every fortnight.

Any payment claims relevant to a semester must be lodged by the ITAS tutor by the end of the examination period in that semester.

**Progress**

ITAS tutors should regularly keep the ATSIS Unit informed about the progress and outcomes of the tuition. ITAS tutors should raise any concerns immediately with the ITAS Administration Coordinator.

**Evaluation**

Towards the end of the semester, the student and his/her course lecturer or course tutor (not the ITAS tutor) must complete a tuition assessment to provide feedback about the effectiveness of the ITAS tuition.
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**

UQ receives the personal information provided by tutor applicants and appointed ITAS tutors as part of operating the ITAS program. This information will be used by UQ for the purposes of administering the ITAS program; for complying with the monitoring and reporting requirements for ITAS as set out in the Guidelines and the funding agreement between the University and the Commonwealth; and for managing the ITAS tutor’s employment in accordance with the University’s employment policy, processes and systems.

UQ complies with the Information Privacy Act 2009 (Qld) and has implemented a Privacy Management Policy. ITAS tutors are expected to comply with that policy in relation to student’s personal information. For further details, please go to: [http://www.uq.edu.au/rti/index.html?page=197976](http://www.uq.edu.au/rti/index.html?page=197976)

**Miscellaneous Information**

**Photocopying/Printing**

Tutor Work Programs, timesheets and other forms can be photocopied by the ATSIS Unit upon request. Other documents (e.g., Course Profiles) can also be printed on request.

**Text Books**

Should an ITAS tutor require a text book or course reading material to prepare for a tutoring session, it can be borrowed from the University libraries. Tutors are encouraged to contact the Course Coordinators or Lecturers to request to borrow a spare textbook (and return by the end of the semester). The ATSIS Unit is not liable and will not reimburse tutors for any costs incurred in the purchasing of textbooks or course materials to assist the delivery of tuition.

**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](http://www.uq.edu.au) and [https://student.my.uq.edu.au](https://student.my.uq.edu.au).

The ATSIS 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/](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 ATSIS Unit

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

ITAS Administration Coordinator
Email: itas@uq.edu.au

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

The ATSIS 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** - Gordon Greenwood Building (#32), Level 6
  P: 3346 7511 | Email: atsis@uq.edu.au