Indigenous Tutorial Assistance Scheme (ITAS)

Description
ITAS Tertiary Tuition is supplementary tuition for students studying university award level courses and Australian Qualifications Framework accredited Vocational Education and Training courses at ITAS funded institutions. Tuition is managed by education providers and is available only for subjects in a student’s formal education program. It is not usually available for basic literacy, numeracy, enabling and bridging courses.

Goals
ITAS is intended to accelerate educational outcomes for Indigenous Australians beyond those which could reasonably be expected from mainstream and the provider’s own funding source alone.

Tertiary tuition aims to improve the educational outcomes of Indigenous students in tertiary courses to the same levels as those for non-Indigenous Australians.

Tertiary tuition represents supplementary assistance. It is intended to supplement normal teaching resources and cannot be used to substitute or replace them.

Prospective ITAS tutors should meet the following criteria:
- be qualified, either through formal education or relevant experience, to be eligible to deliver tutoring under ITAS
- if the prospective tutor is formally qualified, they must produce certified copies of their qualifications and copies of all documentation must be retained on the tutor’s file
- if the prospective tutor is not formally qualified, they must produce suitable written references to establish whether they are able to provide an appropriate standard of tuition
- wherever possible, suitably qualified Indigenous people should be selected as ITAS tutors. Tutors must be sensitive to, and able to relate to, the educational needs of Indigenous students
- tutors must not be members of the student’s immediate or de facto family and must not be the student’s usual class or subject teacher, lecturer or tutor. Each student/tutor arrangement must be examined by the provider for potential conflict of interest before approval is given

Tertiary students as tutors
Tertiary students eligible for ITAS Tertiary Tuition may request another tertiary student as their tutor. The proposed tutor must be:
- studying a major sequence of units in the subject area in which the student needs tutoring; and
- at least two academic years ahead of the student (i.e., 1st or 2nd year students cannot be approved as ITAS tutors for university students); and
- able to show evidence of sound academic progress; and
- not themselves receiving or having received ITAS tuition in that subject area.
ITAS tutor registration
- complete an ITAS registration form
- provide certified copies of qualifications, current resume and proof of identification
- undertake an interview as part of the application process
- a certified copy of the National Criminal History Record Check and State Working with Children checks if working with minors

Acceptance as a registered tutor is not a guarantee of employment; tutors will be contacted if work becomes available.

Tutor responsibilities
Tutors must be sensitive to, and able to relate to, the educational needs of Indigenous Australian students. They must:
- have knowledge of the different learning and teaching styles prevalent in Aboriginal and Torres Strait Islander communities,
- have knowledge of the different languages or dialects of English used in the homes of Aboriginal and Torres Strait Islander students
- have preferably undertaken a cultural awareness training program
- have ability to complete a Work Program, no more than two weeks after tuition commences. Tutors should develop the Work Program according to needs identified in the educational assessment, and in consultation with the student
- have ability to complete, towards the end of the tuition period, the Tuition Assessment in consultation with the student and his/her lecturer/tutor which provides feedback to the provider. Comments from different perspectives help to ensure that the assessment is a fair indication of the services provided by the tutor
- advise the ITAS Coordinator if either your contact details or circumstances change
- advise the ITAS Coordinator if a student has two or more consecutive ‘no shows’

CDU will ensure that tutors have the opportunity to work with students and lecturers, including the student’s Indigenous Academic Support Lecturer (IASL) to plan the details of a tutoring program tailored to each student.

ITAS is not available for subjects outside a student’s formal course of study, such as private music lessons or sports coaching.

Student eligibility
ITAS Tertiary Tuition may be approved:
- for Australian Aboriginal and Torres Strait Islander students who are enrolled in a formal tertiary education or structured training program, or accepted in a course which commences within one month of the date of application; and
- for an eligible student’s formal course of study; and
- for up to 2 hours per week per subject and up to 5 additional hours in total during examination preparation breaks

When and where can the tuition take place?
ITAS tuition is supplementary out of class tuition. There are a number of quiet places on each campus or centre that can be accessed for tutorial sessions. Contact the ITAS Coordinator for more information.
**Linking tutors and students**

On completion and approval of all tutor registration applications, the ITAS Coordinator will contact you to further discuss your application and all relevant data will be stored on the ITAS database.

On receipt of a student application, the ITAS Coordinator will work with Indigenous Academic Support Lecturers (IASL) to identify a student’s study support needs and the student will be appropriately matched with a registered tutor.

**Authority to commence tutoring**

The ITAS Coordinator will confirm start and end contract dates. **Do not commence tutoring unless otherwise advised.** A signed copy of the letter of approval will be provided, outlining:

- the student’s name;
- subjects they are to be tutored in;
- maximum hours per week approved for each subject;
- indication of whether the tuition is individual or group; period of tuition; and
- hourly rate of pay.

*No payments will be made outside the limits set out in the tutorial program application.*

**2012 ITAS pay rates**

<table>
<thead>
<tr>
<th>Sector</th>
<th>Individual</th>
<th>Group</th>
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</thead>
<tbody>
<tr>
<td>Higher Education</td>
<td>$60.00</td>
<td>$65.00</td>
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<tr>
<td>VET</td>
<td>$50.00</td>
<td>$55.00</td>
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**Payments to tutors**

Before an approval and the subsequent payment of tutor claims can be made, CDU will ensure that:

- the hours per week, period and hourly rate are consistent with those agreed between the institution and the tutor;
- all tutor and student details are consistent with those originally stated;
- the number of hours of tuition per week is the same as those agreed between the institution and the tutor, and if not, a variation has been approved;
- the claim has been countersigned by the student;
- checks have been made to ensure that payments have not been duplicated;
- the tutor has signed the claim;
- a work program has been approved; and
- a progress report has been provided for any previous contract arrangement with this student.

*Tutorial claims can be given/or sent to the ITAS Coordinator on a regular basis — every fortnight of every month is recommended. Posted claim forms will be lodged but the Unit will not be responsible for the lodgement date. The final tutorial claim for any contract period must be received by the Unit within one month of the end of that contract to ensure payment is made on time.*