



The University of Sydney



Koori Centre
The University of Sydney

Indigenous Tutorial Assistance Scheme (ITAS)

TUTOR GUIDE

ITAS is a
Department of Education, Employment and
Workplace Relations (DEEWR) Initiative



Australian Government
Department of Education, Employment and
Workplace Relations

Koori Centre
Old Teachers College (A22), Manning Road
The University of Sydney NSW 2006
Ph: (02) 9351 2046 or 1800 622 742 (Toll Free)
www.koori.usyd.edu.au

Contact details

Indigenous Tutorial Assistance Scheme (ITAS):

It is important to remember the specific contact person for your student/s, as there are two Administration Officers: Cadigal/Mainstream and Away-from-base (Block-mode). Throughout this Guide we will only make reference to the 'relevant administration officer'.

Cadigal/Mainstream Students

Tanya Griffiths
Room 221, Old Teachers College (A22)
Phone: (02) 9036 6599
Email: tanya@koori.usyd.edu.au

Away-from-base (Block-mode) Students

Sherrie Connors
Room 224, Old Teachers College (A22)
Phone: (02) 9351 7008
Email: sherrie@koori.usyd.edu.au

ITAS Contracts and Pay Claims:

Mainstream Students

Patrick Snowdon
Finance Officer
Room 223, Old Teachers College (A22)
Phone: (02) 9351 2922
Email: patrick@koori.usyd.edu.au

Away-from-base (Block-Mode) Students

Curtis Flood
IT and Student Support Officer
Room 224, Old Teachers College (A22)
Phone: (02) 9351 7073
Email: curtis@koori.usyd.edu.au

Director

Janet Mooney
Phone: (02) 9351 4859
Email: janet@koori.usyd.edu.au

Deputy Director

Michelle Blanchard
Phone: (02) 9351 4859
Email: michelle@koori.usyd.edu.au

Campus Location

The Koori Centre is located on Level 2 (ground floor) of the Old Teachers College (A22) on the Camperdown Campus.

Postal Address

The Koori Centre
Old Teachers College (A22)
The University of Sydney NSW 2006

Web

www.koori.usyd.edu.au

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Introduction

About the Koori Centre

The *Koori Centre* at The University of Sydney is committed to making higher education accessible to as many Aboriginal and Torres Strait Islander people as possible *and* increasing the awareness of our culture within the wider community. The Centre is responsible for the development of academic programs and units of study on indigenous issues and for the delivery of academic and support services to Indigenous students.

What is *ITAS*?

The *Indigenous Tutorial Assistance Scheme* (ITAS) is funded through the Department of Education, Employment and Workplace Relations (DEEWR) and administered by the Koori Centre.

ITAS functions as an acknowledgment of educational disadvantage -providing extra tutorial support in order to increase Indigenous access, participation and graduation rates.

How ITAS Works For Tutors

Who can be an ITAS tutor?

In order to be eligible to be an ITAS tutor, a tutor must be:

- qualified to tutor in the subject
- acceptable to the student
- registered as a tutor with the Koori Centre, The University of Sydney
- not immediately related to the student
- not the student's regular class or subject teacher

What qualifications are necessary?

Tutors without formal qualifications in the subject requested by the student must:

- provide written references establishing their ability to provide an appropriate level of tuition, and, if an undergraduate student, be studying a major sequence in the subject requested by the student and be at least two academic years ahead of the student seeking tutoring;
- undergraduate student tutors must also be able to show evidence of sound academic progress in the subject and not be receiving ITAS tuition in that subject area themselves.

Tutors must have an understanding of Aboriginal and Torres Strait Islander education issues, such as:

- the reasons for lower participation and outcome rates for Indigenous students compared to non-Indigenous students;
- different learning and teaching styles prevalent in Indigenous communities;
- the different languages or dialects of English used in the homes of Indigenous students.

Tutors must be acceptable to the student and to the Koori Centre.

How to Register as a Tutor

To register as a tutor with the Koori Centre, you will need to:

- complete a Tutor Registration Form;
(forms can either be downloaded from the Koori Centre Website (<http://www.koori.usyd.edu.au/studentsupport/itas.shtml>) or collected from Room 224 on the Ground Floor of the Old Teacher's College)
- be interviewed by a Koori Centre qualified Academic;
- provide a current CV and evidence of qualifications;
- provide documentation to the Koori Centre for salary purposes ie. bank account details, photo ID and tax declaration.

NOTE: Completing the above is not a guarantee of work.

Responsibilities of Tutors

The role of tutorial support is to assist students and encourage a learning environment that empowers students. It is an important part of the learning process that tutors facilitate an independent learning and study environment for students.

The tutor is responsible for following the ITAS guidelines and for submitting the necessary paperwork as set out in this guide. Failure to comply with the guidelines will result in termination of the tutorial contract. If a tutor is concerned about a student, it is the tutor's responsibility to contact the relevant administration officer at the Koori Centre to discuss these concerns.

- At no stage are tutors to start tutoring until a contract is lodged with the University and is signed by the Koori Centre and countersigned by the tutor.
- At no stage are tutors to do the work for students, this includes typing up draft essays, getting books from the library or any other activity that could reasonably be thought of as part of the obligations of an autonomous student.
- The role of tutoring is to assist students with the work assigned to the subject and assist with the explanation of terms and concepts rather than introduce new material or initiate discussion of new materials.
- Tutors are expected to prepare for the tutorials and identify objectives for the next tutoring period so that students can come prepared with draft essays, etc.

Responsibilities of Students

- Students are expected to honour tutorial session arrangements. If a student is unable to attend the tutoring session they must contact the tutor as soon as possible. *Failure to make the tutor aware of this responsibility can result in the tutoring contract being terminated.*
- The student *must* sign the *Verification Form* AFTER each tutoring session **(STUDENTS MUST NOT SIGN THE VERIFICATION FORM IN ADVANCE OF THE SESSION TAKING PLACE)** and complete a Tuition Assessment Report at the end of the contract each semester.
- Students are expected to contact the relevant administration officer if they require a variation to the amount of tutorial hours or if they are experiencing any difficulty with academic work.
- Students have responsibility for being prepared for tutoring sessions, such as with draft essays or carrying out research.

Plagiarism

Plagiarism is the theft of intellectual property.

The Academic Board of The University of Sydney has defined plagiarism as 'presenting another person's ideas, findings or work as your own by copying or reproducing it without due acknowledgement of the source'.

Plagiarism includes presenting oral or written work that contains sentences, paragraphs or longer sections from published work, including internet articles, newspapers, magazines, etc., without acknowledgement. Plagiarism also occurs when a student borrows, buys or obtains another person's work and submits it as his or her own work or re-submits a previously submitted assessment task in a different Unit of Study.

The Koori Centre is opposed to and will not tolerate plagiarism and will treat all cases of student plagiarism seriously. Assessment tasks suspected of plagiarism will be forwarded to the Koori Centre Academic Co-ordinator for judgement on the penalties to be imposed. Such penalties can include a Fail grade in a particular assessment task or Unit of Study or, in a worst-case scenario, expulsion from the University.

For further information on the issue of plagiarism in course work, refer to the following website:

<http://www.usyd.edu.au/senate/policies/Plagiarism.pdf>

Responsibilities of the Koori Centre

Stages in the ITAS process

Matching tutors and students

Tutors and students are matched on the basis of qualifications and academic needs.

Tutor Contract of employment

When the tutor has been accepted and an appropriate match made with a student the details of the tutor contract are worked out.

The Director of the Koori Centre and the tutor, respectively, sign The University of Sydney's *Casual Academic Staff Employment Contract*.

The contract outlines the following details:

- The contract period, with start and end dates
- Approved hours per week
- Total contract hours
- Hourly rate of pay

- The name of the tutor, the name of the student, course name and subjects

Please note that the contract is a legal document and the allocation of hours is not to be exceeded without written authorisation from the Koori Centre.

When should tutoring commence?

Tutoring cannot commence until a Contract has been signed and countersigned (also includes contract variation). Payment will not be made for tutoring conducted outside of the *Contractual Period*.

What happens if the student doesn't attend the arranged tutoring session?

The tutor is obliged to inform the relevant administration officer at the Koori Centre when the student fails to attend an arranged tutorial session. If the student does not cancel the session with the tutor and the tutor attends as previously arranged, the tutor is eligible to claim *a maximum of two, one-hour sessions per contract period, only*. After two "no shows" the Tutorial Contract will be suspended until such time as the tutor has contacted the relevant administration officer at the Koori Centre, University of Sydney.

Student Educational Assessment

To be eligible for assistance under ITAS a student must be assessed by an Academic Staff member of the Koori Centre, Class Tutor or Lecturer and the level of tutorial assistance determined, in order to achieve successful academic outcomes.

This assessment must give details of the academic problem which is preventing the student from achieving satisfactorily in the units for which ITAS tuition is requested. The assessment is kept on the student's ITAS file.

The student's ITAS tutor or a potential tutor cannot provide this assessment.

Tutors Work Program

The *Tutors Work Program* is an integral component of the DEEWR guidelines and is required to be completed when tutoring first commences. The purpose of this *Work Program* is to establish a schedule for the tutoring period that meets the needs of the student and is in accordance with learning objectives identified by the student's lecturer, in the Educational Assessment.

The *Tutors Work Program* must be submitted to the relevant administration officer at the Koori Centre not more than **two weeks** after the commencement date of the contract.

It is important that a consistent pattern of study is encouraged with semester plans and a timeline of when work is to be submitted, so that adequate timing and planning can be made.

The *Tutors Work Program* covers issues such as:

- identifying the student's problems within the subject
- short and long term goals for the tutorial program
- what the student and the tutor will do to achieve these goals

The *Tutors Work Program* is to be agreed upon and signed by the tutor and student.

Claim Forms

The rate of pay per hour for tutoring through ITAS is as per Contractual Agreement between DEEWR and The University of Sydney.

INDIVIDUAL Tuition	\$48.67 per hour*
GROUP Tuition	\$58.21 per hour*

* Correct amount as at January 2008

These amounts include preparation time and are above the DEST allocated rates

Casual Academic Claim Forms are to be submitted on a **weekly basis** for fortnightly payments. A separate form is required for each student.

The *Casual Academic Claim Forms* must arrive at the Koori Centre by 12:00 noon on Wednesday, before the next due pay period, to ensure payment to the nominated bank account.

The *Contractual Agreement* outlines the allocated hours per week. However, if the student and tutor want to negotiate a more flexible arrangement, then the relevant administration officer should be contacted. Pre-determined hours ensure that regular contact is made with tutor and student and that consistent patterns of study are maintained throughout the semester.

Casual Academic Claim Forms are to be submitted to the relevant contact person as indicated in your contract. Faxed claim forms are **not** acceptable.

Postal Address -

**ITAS Administration
Koori Centre
Old Teachers' College, (A22)
Manning Road
The University of Sydney NSW 2006**

Phone: (02) 9351 2046
1800 622 742 (Toll Free)

Website: www.koori.usyd.edu.au

Student Progress Report

The purpose of the *Student Progress Report* is to assist the Koori Centre in monitoring the academic progress of students to ensure that a student's academic needs are being met. The *Student Progress Report* can identify problem areas that students are experiencing and can highlight new or changed needs.

The *Student Progress Report* is to be submitted to the relevant administration officer at the Koori Centre no later than two weeks after the contract period.

The *Student Progress Report* provides the Koori Centre with important information on the progress the student is making and also provides details for reporting to DEEWR so that we can demonstrate the effectiveness of the ITAS program.

No further tutoring contracts can be entered into unless the required documentation is completed.

Students may view their *Student Progress Report* at any time.

Tuition Assessment Report

All students who receive ITAS tuition complete a *Tuition Assessment Form*.

The lecturer/tutor (not the ITAS tutor) may assist with the completion of the *Tuition Assessment Form*.

The purpose of the *Tuition Assessment Form* is to help the Koori Centre assess the quality and value of the tuition currently being given to each student, to improve procedures and identify ongoing tutoring needs of students.

The *Tuition Assessment Form* should be completed and submitted no later than two weeks after the contract period.