INDIGENOUS TUTORIAL ASSISTANCE SCHEME
TUTOR EXPRESSION OF INTEREST
INFORMATION PACKAGE

Please direct enquiries to the relevant campus contact as listed below:

BROOME CAMPUS
VET Administrative Officer
Academic Programme Centre
88 Guy Street
(PO Box 2287)
Broome WA 6725

Email: Broome.Pathways@nd.edu.au
Telephone: (08) 9192 0638
Facsimile: (08) 9192 0690

FREMANTLE CAMPUS
ITAS ADMINISTRATOR (FREMANTLE)
Academic Enabling and Support Centre
19 Mouat Street
(PO Box 1225)
Fremantle WA 6959

Email: fremantle.aesc@nd.edu.au
Telephone: (08) 9433 0168
Facsimile: (08) 9433 0544

SYDNEY CAMPUS
ITAS ADMINISTRATOR (SYDNEY)
Academic Enabling and Support Centre
104 Broadway (Cnr Abercrombie Street)
(PO Box 944)
Broadway NSW 2007

Email: sydney.aesc@nd.edu.au
Telephone: (02) 8204 4228
Facsimile: (02) 8204 4422
**Introduction**

The University of Notre Dame Australia is always interested in expanding its Indigenous Tutorial Assistance Scheme (ITAS) tutor base.

If you meet the eligibility requirements and wish to register your interest in any positions that become available as a tutor in the ITAS, please contact the relevant campus to discuss your application further.

Please note that the ITAS is governed by the Guidelines set by the Department of Prime Minister and Cabinet (DPM&C) and all potential tutors must meet the requirements set out in this document in order to be considered for placement on the register.

**What is the Indigenous Tutorial Assistance Scheme (ITAS)?**

ITAS is a scheme funded by DPM&C. Its aim is to assist in improving academic outcomes for all eligible Aboriginal and Torres Strait Islanders, by offering additional tutorial assistance. Subject to availability of funds, ITAS tuition can be provided to individuals or small groups.

A student may be determined to be in need of tuition if their lecturer believes that they:

- are failing the course/subject and the student’s performance would be improved through additional tuition;
- are just passing the course and the lecturer believes that the student’s performance would be improved through additional tuition;
- was previously performing satisfactorily but is now having difficulties with a new component of the course and is danger of failing or falling behind, in which case tuition would be short-term; or
- require tutorial assistance to achieve an academic level or ranking required to proceed to a subsequent stage or course of study.

**Tutor Eligibility Requirements**

As the ITAS program is student focussed, tutors need to be culturally sensitive to, and able to relate to, the educational needs of the student.

Tutors are assigned in their relevant field. Therefore they must be either formally educated or have acquired relevant experience in the area of study in which they wish to tutor. In order to be considered for a position as an ITAS tutor applicants must:

- if formally qualified, produce certified copies of their qualifications; and
- if not formally qualified, produce suitable written references to establish whether they are able to provide an appropriate standard of tuition in their nominated area of study.

Current students of The University of Notre Dame Australia or of another institution may be eligible for a tutor role provided that they are:

- studying a major sequence of units in the subject area in which the student needs tutoring;
- at least two academic years ahead of the student requiring the tuition (i.e 1st or 2nd year students cannot be approved at ITAS tutors);
- able to show evidence of sound academic progress; and
- not themselves receiving or having received ITAS tuition in that subject area: and
- not excluded by a conflict of interest.

Applicants must have undertaken an Australian Federal Police National Criminal History Record Check **AND** have been cleared to work with minors by undertaking a Working with Children Check (if appropriate). Certified copies must be submitted together with their application.
Registration of interest

To register their interest for a position as an ITAS tutor, applicants must complete the Tutor Registration Form (TT FORM A) and provide evidence of qualifications along with other requirements listed in the form. All documentation and references provided will be verified by the University to ensure all information provided is correct.

The University may require applicants to attend an interview or provide further information in order for it to assess their suitability for a tutor position.

Applicants who are assessed as suitable will be placed on a register of potential ITAS tutors. In the event that a student requires a tutor under the Scheme, the University will select a suitable tutor from the register, at its discretion, and offer them a contract of employment for the position.

Please note, potential tutors who are on the register will not be considered for an ITAS tutor role in relation to a particular student if:

- the applicant is an immediate family member of the student or is in a de facto relationship with the student; or
- the applicant is the assigned lecturer or tutorial teacher of the unit in relation to which the student is seeking extra assistance.

Applicants should note that being placed on the register does not guarantee an offer of employment. Any offer of employment shall be made at the sole discretion of the University.

Tutor Role and Responsibilities

Where an applicant is offered employment as an ITAS tutor, they will be required to comply with the following obligations in relation to the ITAS in addition to other terms and conditions which will be set out in their employment contract.

In conjunction with the student’s lecturer, employed tutors will be required to develop a tuition program tailored to the specific educational needs of the student. The program must be approved by the ITAS Administrator and the tutor will be required to follow the program.

The tutor must comply with ongoing assessment as required by the ITAS Administrator. Any issues the tutor has with the student or the program must be brought to the ITAS Administrator’s attention immediately.

On a fortnightly basis, the tutor will be required to submit a completed timesheet in order for the appropriate payments to be made to them within the University’s pay schedule.

Midway and at the end of the tuition period, in conjunction with the student, the tutor must complete a tuition assessment in the form of a Student Progress Report. This provides feedback to the University about the effectiveness of the tuition.
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**SECTION ONE**

**PERSONAL DETAILS**

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**SECTION TWO**

PLEASE NOTE: A CERTIFIED COPY OF YOUR QUALIFICATIONS TOGETHER WITH A COPY OF YOUR CURRICULUM VITAE MUST BE ATTACHED AND RETURNED WITH THIS REGISTRATION FORM. PROFESSIONS THAT MAY CERTIFY A DOCUMENT INCLUDE A TEACHER, CHEMIST, DOCTOR OR A JUSTICE OF THE PEACE. IT SHOULD CONTAIN THE WORDING ‘I CERTIFY THAT THIS IS A TRUE COPY OF THE ORIGINAL’ AND DETAIL THEIR NAME, POSITION, SIGNATURE AND DATE.

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**SECTION THREE**

**ADDITIONAL INFORMATION**

DO YOU HAVE ANY OTHER EXPERIENCE WHICH WOULD MAKE YOU A SUITABLE TUTOR OF INDIGENOUS STUDENTS?

DO YOU HAVE A PREFERENCE OF SUBJECTS YOU WISH TO TUTOR IN?

TUTORS ARE EXPECTED TO BE AVAILABLE FOR THE ENTIRE APPROVED TUITION SCHEDULE. WITH THIS IN MIND, PLEASE INDICATE HOW MANY HOURS YOU CAN PROVIDE FOR TUITION ASSISTANCE PER WEEK AND THE TIMES/DAYS ON WHICH YOU WILL BE AVAILABLE.
SECTION FOUR

I UNDERSTAND THAT:

- COMPLETING THIS REGISTRATION FORM IS NOT A GUARANTEE OF WORK. IF I AM CONSIDERED SUITABLE FOR EMPLOYMENT IN RELATION TO A PARTICULAR STUDENT I WILL BE CONTACTED BY THE ITAS ADMINISTRATOR AT THE UNIVERSITY OF NOTRE DAME AUSTRALIA AND REQUIRED TO SIGN CONDITIONS OF EMPLOYMENT AND OTHER RELEVANT DOCUMENTATION.

- ANY POSITION OFFERED TO ME AS AN ITAS TUTOR IS DEPENDENT ON THE UNIVERSITY CONTINUING TO RECEIVE FUNDING FOR THE ITAS PROGRAM.

- IT IS AN OFFENCE TO PROVIDE FALSE OR MISLEADING INFORMATION AND CONFIRM THAT THE INFORMATION PROVIDED IN THIS FORM REGARDING MY PERSONAL DETAILS AND QUALIFICATIONS IS TRUE AND CORRECT.

- IN THE EVENT THAT I AM OFFERED A POSITION AS AN ITAS TUTOR MY CONTACT DETAILS WILL BE PROVIDED TO THE LECTURERS OF ANY STUDENT I AM ENGAGED TO TUTOR.

- IN THE EVENT THAT I AM OFFERED A POSITION AS AN ITAS TUTOR I WILL BE REQUIRED TO CONSENT TO THE ITAS ADMINISTRATOR PROVIDING ANY DETAILS AND RELEVANT DOCUMENTATION IN RELATION TO MY ROLE AS AN ITAS TUTOR ONTO DEEWR FOR THE PURPOSE OF MONITORING AND EVALUATING THE TUITION PROGRAM.

SIGNATURE ______________________ DATE ______________

CHECKLIST

Please ensure you have completed this form in full and provided the following documentation:

- CERTIFIED COPIES OF ALL YOUR QUALIFICATIONS OR, IF YOU DO NOT HAVE FORMAL QUALIFICATIONS, WRITTEN REFERENCES CONFIRMING YOUR EXPERIENCE

- A CURRENT CURRICULUM VITAE

- A CERTIFIED COPY OF PHOTO IDENTIFICATION – IE PASSPORT, DRIVERS LICENCE

- A CERTIFIED COPY OF YOUR AUSTRALIAN FEDERAL POLICY NATIONAL CRIMINAL HISTORY RECORD CHECK

- A CERTIFIED COPY OF YOUR WORKING WITH CHILDREN CHECK

PLEASE RETURN YOUR COMPLETED FORM AND DOCUMENTATION TO:

BROOME CAMPUS

VET Administrative Officer
Academic Programme Centre
88 Guy Street
(PO Box 2287)
Broome WA 6725

Email: Broome.Pathways@nd.edu.au
Telephone: (08) 9192 0638
Facsimile: (08) 9192 0690

FREMLANT CAMPUS

ITAS ADMINISTRATOR (FREMLANT)
Academic Enabling and Support Centre
19 Mouat Street
(PO Box 1225)
Fremantle WA 6959

Email: fremantle.aesc@nd.edu.au
Telephone: (08) 9433 0168
Facsimile: (08) 9433 0544

SYDNEY CAMPUS

ITAS ADMINISTRATOR (SYDNEY)
Academic Enabling and Support Centre
104 Broadway (Cnr Abercrombie Street)
(PO Box 944)
Broadway NSW 2007

Email: sydney.aesc@nd.edu.au
Telephone: (02) 8204 4228
Facsimile: (02) 8204 4422

OFFICE USE ONLY

ITAS Tutor Appropriate: Yes   No

Tutor in Qualifications:

Signed ITAS Co-ordinator/School:

Date: