



Curtin University

CENTRE FOR ABORIGINAL STUDIES

# INDIGENOUS TUTORIAL ASSISTANCE SCHEME (ITAS)

**Tutor Registration**

Make tomorrow better.

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CRICOS Provider Code: 003013



# ITAS Tutor Registration Form



**Staff ID:**

Date:   /   /    

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode:

Email: \_\_\_\_\_ Ph. H [ ][ ][ ][ ][ ][ ][ ][ ] M [ ][ ][ ][ ][ ][ ][ ][ ][ ]

Are you Aboriginal or Torres Strait Islander? ☐ Yes ☐ No Gender: ☐ Male ☐ Female ☐ Other

**Level of study:**

☐ Certificates/Diploma☐ Associate Degree☐ Post Graduate

□ Masters

☐ PHD/Doctorate☐ Bachelor's☐ 1<sup>st</sup> Year    ☐ 2<sup>nd</sup> Year    ☐ 3<sup>rd</sup> Year

Name of Study/Degree:

Academic Transcript  
Provided

Year: ☐ Yes ☐ No

Year: ☐ Yes ☐ No

Year:  ☐ Yes ☐ No

Year: ☐ Yes ☐ No

Year: ☐ Yes ☐ No

Year: ☐ Yes ☐ No

Year: \_\_\_\_\_ ☐ Yes ☐ No

Prospective Tutors must be qualified, either through formal education or relevant experience, to be eligible to deliver tutoring under ITAS. To demonstrate your eligibility please attached relevant documents required. . For further eligibility requirements

visit: <https://students.curtin.edu.au/personal-support/indigenous/tutoring/>

### Tutoring Experience (Units previously tutored)

Unit Code

Unit Title

Year: \_\_\_\_\_

Year: \_\_\_\_\_

Year: \_\_\_\_\_

Year: \_\_\_\_\_

Year: \_\_\_\_\_

Year: \_\_\_\_\_



## Employment Documents

Do you have a current ITAS Contract? ☐ Yes ☐ No  
Do you hold a current Working with Children's Check? ☐ Yes ☐ No  
Do you hold current National Police Clearance? ☐ Yes ☐ No  
Do you have experience working with Aboriginal and Torres Strait Islander People? ☐ Yes ☐ No

*The Department of the Prime Minister & Cabinet (DPMC - the funding provider) requires any eligible applicants wishing to engage in the ITAS program to have a valid Working with Children (WWC) check*

*<https://workingwithchildren.wa.gov.au/> and National Police Clearance <https://auspost.com.au/police-checks>.*

## Courses & Units

Please specify chosen unit you are qualified and interested in tutoring by ticking the box next to the unit.

CAS Enabling Courses			
Indigenous Tertiary Enabling Course			
Core Units		Optional Units	
<input type="checkbox"/>	INDS0002 Indigenous Australian Studies	<input type="checkbox"/>	HUMN0002 Humanities Foundations
<input type="checkbox"/>	INCD0000 Indigenous Tertiary Study Skills	<input type="checkbox"/>	MATH004 Introduction to Mathematics
<input type="checkbox"/>		<input type="checkbox"/>	INDS0001 Leadership in Community and Organisations
Indigenous Pre-Medicine and Health Sciences Enabling Course			
Semester 1 Units		Semester 2 Units	
<input type="checkbox"/>	BIOL0001 Introduction to Health Sciences	<input type="checkbox"/>	CHEM0007 Chemistry Essentials 2
<input type="checkbox"/>	INCD0000 Indigenous Tertiary Study Skills	<input type="checkbox"/>	CMHL1000 Foundations for Professional Health Practice
<input type="checkbox"/>	CHEM0006 Chemistry Essentials 1	<input type="checkbox"/>	MATH0006 Enabling Mathematics and Statistics 1
<input type="checkbox"/>	INDH1006 Indigenous Cultures and Health Behaviours	<input type="checkbox"/>	INCD0001 Communications, Ethics and Research
Indigenous Pre-Business and Law Enabling Course			
Semester 1 Units		Semester 2 Units	
<input type="checkbox"/>	INDS0002 Indigenous Australian Studies	<input type="checkbox"/>	SPUE-INDBS Indigenous Pre Business Specialisation
<input type="checkbox"/>	INCD0000 Indigenous Tertiary Study Skills	OR	
<input type="checkbox"/>	INDS0006 Governance and Ethics in Indigenous Australian Contexts	<input type="checkbox"/>	SPUE-INDLW Indigenous Pre Law Specialisation
<input type="checkbox"/>	INDS0001 Indigenous Pre Business Specialisation		
Indigenous Pre-Science and Engineering Enabling Course			
Semester 1 Units		Semester 2 Units	
<input type="checkbox"/>	CHEM0006 Chemistry Essentials 1	<input type="checkbox"/>	COMS0002 Foundations of Communication
<input type="checkbox"/>	PHYS0004 Fundamentals of Physics	<input type="checkbox"/>	INDS0002 Indigenous Australian Studies
<input type="checkbox"/>	INCD0000 Indigenous Tertiary Study Skills		
<input type="checkbox"/>	MATH1013 Introductory Mathematics	<input type="checkbox"/>	MATH0014 Mathematics for Science
Optional Semester 2 Units			
<input type="checkbox"/>	STAT1004 Introduction to Scientific Data Analysis	<input type="checkbox"/>	ENST1000 Global Environmental Challenges
<input type="checkbox"/>	CHEM0007 Chemistry Essentials 2	<input type="checkbox"/>	MATH1013 Introductory Mathematics
<input type="checkbox"/>	MATH1014 Foundations of Calculus	<input type="checkbox"/>	AGRI1000 Land and Water Resources
<input type="checkbox"/>	PHYS1006 Foundations of Physics	<input type="checkbox"/>	MATH1015 Linear Algebra 1
<input type="checkbox"/>	COMP1005 Fundamentals of Programming		



CAS Block Study Courses			
Bachelor of Applied Science (Indigenous Professional Practices)			
MJRU-INCMD INDIGENOUS COMMUNITY MANAGEMENT AND DEVELOPMENT			
YEAR 1 Semester 1 Units		YEAR 1 Semester 2 Units	
	INCD1004 Introduction to Indigenous Australian Ways of Working		INCD1005 Introduction to Financial Management in Indigenous Australian Contexts
	INCD1007 Study Management and Communication Skills for Indigenous Australians		INCD1003 Introduction to Indigenous Australian Community Development and Management
	INCD1002 Indigenous Australian Issues and Factors in Local Region		INCD1001 Introduction to Indigenous Australian Community Governance and Organisational Practices
	INDH1001 Indigenous Australian Healing Practices		INCD1006 Introduction to Managing Indigenous Australian Projects
YEAR 2 Semester 1 Units		YEAR 2 Semester 2 Units	
	INCD2001 Indigenous Australian Political Contexts		INCD2013 Laws and Legislation in Indigenous Australian Community Development
	INCD2009 Initiating and Planning Indigenous Australian Community Projects		INCD2011 Implementing and Monitoring Indigenous Australian Community Projects
	INCD2008 Governance and Policy in Indigenous Australian Contexts		INCD2006 Reviewing Indigenous Australian Community Projects
	INCD2010 Facilitation Process in Indigenous Australian Contexts		INCD2012 Introduction to Indigenous Australian Program Evaluation Research
YEAR 3 Semester 1 Units		YEAR 3 Semester 2 Units	
	INCD3009 Research Planning Processes for Indigenous Australians		INCD3006 Teaching Indigenous Australian Community Education
	INCD3003 Indigenous Australian Community Development Strategies and Practices		INCD3010 Research Reporting Processes for Indigenous Australians
	INCD3009 Research Planning Processes for Indigenous Australians		INCD3010 Research Reporting Processes for Indigenous Australians
	INCD3011 Leadership in Indigenous Australian Contexts		INDS3000 Commerce in Indigenous Australian Context
Bachelor of Applied Science (Indigenous Professional Practices)			
INDIGENOUS AUSTRALIAN MENTAL HEALTH PRINCIPLES & PRACTICES			
YEAR 1 Semester 1 Units		YEAR 1 Semester 2 Units	
	INCD1004 Introduction to Indigenous Australian Ways of Working		INDH1008 Indigenous Health Data Interpretation
	INCD1007 Study Management and Communication Skills for Indigenous Australians		INDH1002 Introduction to Indigenous Australian Health Issues
	INCD1002 Indigenous Australian Issues and Factors in Local Region		PUBH1002 Global Health Perspectives
	INDH1001 Indigenous Australian Healing Practices		INDH1007 Historical Development of Mental Health
YEAR 2 Semester 1 Units		YEAR 2 Semester 2 Units	
	INDH2011 Aboriginal and Torres Strait Islander Mental Health First Aid		INDH2012 Behavioural Neuroscience
	INDH2006 Indigenous Mental Health		PUBH2004 Indigenous Australian Professional Practice and Leadership
	INDH2010 Indigenous Lifespan Development		PSYC1000 Introduction to Psychology
	MENT2000 Common Mental Health Disorders		INDH2013 Psychopharmacology in Indigenous Mental Health
YEAR 3 Semester 1 Units		YEAR 3 Semester 2 Units	
	INDH3005 Principles and Practices of Counselling		INDH3008 Indigenous Mental Health Promotion and Advocacy
	INDH3010 Crisis Intervention and Recovery		INDH3007 Counselling and Psychotherapy Practice
	INDH3006 Leadership in Mental Health Management and Policy Development		INDH3011 Law, Ethics and Mental Health
	INDH3004 Mental Health Research EvaluationINCD3011		INDH3009 Mental Health Research Project



Curtin University's Mainstream Courses		
	Agriculture, environment and sustainability	Education
	Architecture and construction	Engineering, mining and related technologies
	Arts and creative industries	Health
	Business, management and law	Information technology
	Culture, society and Indigenous	Physical science and mathematics
Please Specify Unit: (If known)		
1.		5.
2.		6.
3.		7.
4.		8.

Please Specify Mode of Tutoring		
Campus		
	Bentley	Remote WA
	Kalgoorlie	Interstate (Outside of WA)
	Geraldton	International
Mode of Tutoring		
	Face to Face	Email
	Skype	Phone

Student Details (if applicable)		
If you have already been approached by a student requesting ITAS assistance, please provide their details.		
Given Name:	Family Name:	Student ID:

What happens Next?
Your application will be assessed and the ITAS Officer will contact you within 14 days to advise you of the outcome and any immediate tutoring opportunities.



## Declaration

I declare that:

- I understand the information outlined in this form.
- The information provided by me in this form is true, complete and correct.
- I understand that tutoring cannot commence until my application has been processed, I have received an ITAS tutoring contract and have received written approval from the ITAS Officer.
- I must provide a copy of my current Resume, Selection Criteria, Qualifications, Academic Transcripts, Working with Children's Check and National Police Clearance to be eligible to submit an application to be an ITAS Tutor.
- I understand that once I receive my contract via email from People and Culture, Curtin University; it's my responsibility to notify the ITAS Officer.
- The ITAS Officer has provided me with information outlining ITAS Tutor responsibilities, expectations, eligibility to tutor, hours of tuition, types of tuition, tutor pay rate and application requirements.

I declare that I will:

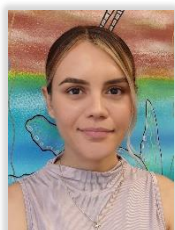
- Meet ITAS administrative requirements accurately and promptly.
- Attend CAS Cultural Awareness workshop, Ways of Working (WOW) every 12 months.
- Comply with all tutor expectations outlined in the ITAS Tutor Guideline.
- Establish and maintain collaborative and respectful working relationships with Centre for Aboriginal Studies staff and students.
- Be culturally aware and sensitive to the needs of Indigenous students.
- Work in a way that is consistent with the philosophy and objectives of the Centre for Aboriginal Studies, including a commitment to Indigenous self-determination and Indigenous Terms of Reference.
- Maintain a professional relationship with students including maintaining confidentiality.
- Attend all arranged tutorial sessions or notify the student at least 24 hours before the tutorial session if am unable to attend.
- Notify the ITAS Officer if I have a change in circumstances such as change of address, phone number or email address – within 7 days of that change occurring.
- Notify the ITAS Officer if I'm no longer available to tutor or will be unable to tutor for a period of time due to leave.
- I give my permission for my contact details to be given to my student(s).

Signed:\_\_\_\_\_

Date:\_\_\_\_\_

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Please return this form to:



ITAS Officer,  
Sara Riches.

### **Centre for Aboriginal Studies**

Curtin University, GPO Box U1987 Perth 6845

Telephone: 08 9266 7091

Email: [CAS-ITASAdmin@curtin.edu.au](mailto:CAS-ITASAdmin@curtin.edu.au)

Web: [karda.curtin.edu.au](http://karda.curtin.edu.au)



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Office Use Only

ITAS Tutor Contract: ☐ Yes ☐ No

Employment document's received: ☐ Yes ☐ No

WWCC copy provided: ☐ Yes ☐ No

National Police Clearance provided: ☐ Yes ☐ No

ITAS Tutor Application approved: ☐ Yes ☐ No

Documents submitted to People and Culture:

- ITAS Tutor Application ☐ Yes ☐ No
- Employment Documents ☐ Yes ☐ No
- Selection Panel Ranking Form ☐ Yes ☐ No
- Tutor RFO Raised. ☐ Yes ☐ No

Tutor Entered into ITAS Database: ☐ Yes ☐ No

Comments: \_\_\_\_\_

Signed: \_\_\_\_\_

Date of approval: \_\_\_\_\_