



Curtin University

CENTRE FOR ABORIGINAL STUDIES

INDIGENOUS TUTORIAL ASSISTANCE SCHEME (ITAS)

Tutor Application Guidelines

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Indigenous Tutorial Assistance Scheme (ITAS) Tutor Guidelines

Centre for Aboriginal Studies, Curtin University

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Centre for Aboriginal Studies

The Centre for Aboriginal Studies (CAS) aspires to contribute to positive social change for Indigenous Australians through higher education and research. The Centre for Aboriginal Studies is a place that fosters a sense of belonging, autonomy and strength. Aboriginal and Torres Strait Islander students have a base on campus that encourages them to be in control of their own learning that provides support services structured in a way to empower them.

The Centre is an attractive place with a feeling of open space and light; where wood and stone and ochre tones are combined within the circular central area in a building based on curved lines distinctly different from most of the other buildings on the campus. The design complements the friendly and informal atmosphere created by the staff to create a space where Aboriginal people can feel a sense of belonging.

Most of the materials used in this building come from natural resources. The clay-tile roof of most of the building contrasts with a steeply pitched metal roof in the central foyer. The foyer features timber building materials throughout.



Aboriginal resistance leaders like Midgegoroo and Yagan epitomises the struggles of all oppressed cultures across time and inspires us to work towards a vision of a world where all people are free and equal on their own terms. Since the lobby is the main circulation space and also the heart of the Centre, it is used to hold exhibitions, functions and special ceremonies. It also plays a vital role in protecting the ethos of the Centre. The Centre for Aboriginal Studies (CAS) Mosaic was created by Artist, the late Joan Martin. It was developed from a painting which was the winning design in the CAS Art Work Commission. The painted image is translated into the mosaic floor piece found in the Midgegoroo Meeting Place, which is the foyer of the main CAS Building. Joan Martin was from the Murchison area and sadly she passed away in 2008.

The mosaic depicts the coming together of the many different Aboriginal tribal groups. The eight circles of concentric rings represent the camps of the different tribes gathered around the central meeting place represented by the central circle. These groups have travelled from many parts of the country to be together in celebration.

The elongated figures represent all the spirits and ancestors accompanying the tribes on their journey to the great meeting place, the Centre for Aboriginal Studies (CAS). It is believed that these spirits always travel beside or behind Aboriginal people.

Centre for Aboriginal Studies 2020 Courses

We offer **four enabling courses** and an **undergraduate degree** developed by our academic staff and delivered here in the Centre for Aboriginal Studies.

Enabling Courses:

- ❖ Indigenous Tertiary Enabling Course
- ❖ Indigenous Pre-Medicine and Health Sciences
- ❖ Indigenous Pre-Business and Law
- ❖ Indigenous Pre-Science and Engineering

The enabling courses consist of four units per semester and students study this internally or online full time.

Bachelor of Applied Science (Indigenous Professional Practices)

Majors within this course:

- Indigenous Community Management and Development major
- Indigenous Australian Mental Health Principles and Practice major

Our undergraduate degree is run by block release. This is a way of studying where we combine distance education with intensive study periods at CAS. It means that if our students don't live in Perth, they can still get a quality education while remaining in their community. Our block students will spend most of their study time within their own community, and across the year they'll come to Perth for a two weeks at a time where they take classes on campus and meet other students from all around Australia.

The Centre also offers course in honours, graduate and research degrees.

What is the Indigenous Tutorial Assistance Scheme (ITAS)?

The Centre for Aboriginal Studies '*Indigenous Tutorial Assistance Scheme*' (ITAS) allows all Aboriginal and Torres Strait Islander students to receive private tutorial assistance to support them in achieving their academic goals. Students must be enrolled in either a Curtin Enabling course or an Undergraduate award level course (e.g. Bachelor, Associate or Honours) offered at Curtin University, or if they are a Masters or PhD Student, they must have **Curtin Access Plan (CAP)** to access the Scheme.

The program gives access to free supplementary tuition from a private tutor for a maximum of **two hours per week per subject** for each teaching session with the aim to help maximise grades, prepare for assignments and strengthen study skills.

ITAS is part of the '*Indigenous Student Success Program*' (ISSP), which was established in 2017 as the way in which the Australian Government funds and delivers a range of programs targeting Aboriginal and Torres Strait Islander peoples. You can find out more about the ISSP here: <https://www.niaa.gov.au/indigenous-affairs/education/indigenous-student-success-program>.

ITAS Tutor Role and Responsibilities

ITAS Tutors work directly with the student/s individually or in small groups to provide supplementary tuition. It is essential that ITAS Tutors establish and maintain collaborative and respectful working relationships with staff and students to ensure that the best outcomes are achieved for all stakeholders.

As an ITAS Tutor you are expected to:

- Develop an understanding of the individual learning needs in relation to the subject the student(s) is/are studying and plan tuition sessions accordingly.
- Plan a *program of subject specific tuition* in liaison with the student(s)
- Deliver the program of tuition within the contractual agreement to facilitate Indigenous students' learning of the subject specific content
- Meet administrative requirements accurately and promptly
- Attend CAS Cultural Awareness workshop, Ways of Working (WOW) every 12 months.
- Comply with the expectations outlined in this guide
- Establish and maintain collaborative and respectful working relationships with Centre for Aboriginal Studies staff and students
- Liaise with academic staff when necessary with regard to student work and relevant unit outlines and course material.
- 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.
- Comply with ITAS guidelines

Tutor Expectations

ITAS Tutors provide Indigenous students with assistance and support in self-directed learning across a range of study areas and are expected to:

- 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](#).
- Be familiar with each student's learning needs and plan tuition sessions accordingly.
- liaise with academic staff when necessary with regard to student work and relevant unit outlines and course material.
- demonstrate knowledge and understanding of Indigenous societies and cultures and an understanding of the issues affecting Indigenous people in contemporary Australian society and the diversity of circumstances of Indigenous people.
- Demonstrate capability to communicate sensitively and effectively with Indigenous Australians., including proper negotiation and consultation relevant to the delivery of education to Indigenous people.

Who is eligible to be an ITAS Tutor?

There are certain criteria that a person must meet before becoming an ITAS Tutor. Please take the following into account before starting your application process. (Please note, when we say “student” we mean the person you would provide tuition for).

All Tutors must not have a conflict of interest by:

- **NOT** being a close relative or family member of the student.
The term “family” can be identified as follows;
 - A relative of blood or marriage or;
 - Is a child or adopted child of the individual or of the person standing in a bona fide domestic or household relationship with the individual
 - Has a strong affinity with the individual and family
- Hold and/or willing to apply for a valid Working with Children check.

If you are not a student you must:

- Be qualified through formal education or relevant industry experience

If you are a Tertiary student you must:

- **NOT** be a first year student.
- Have studied in the student’s relevant course
- **NOT** be currently receiving ITAS yourself
- Be **more than** two academic years ahead of the ITAS student.
 - (i.e. 2nd year students can only be approved as ITAS tutors for enabling students, 3rd year students can only be approved as ITAS tutors for either enabling or 1st year students).
- Can provide evidence of sound academic progress
- **NOT** be directly involved in the assessment of the course in which the student is enrolled.

You must:

- declare any conflict of interest or potential conflict of interest between yourself and the student.

Tuition Hours

The ITAS Officer will determine your eligible tuition hour’s based on your ITAS application. Students can be eligible for;

2 hours per unit per week (maximum full-time load of 4 units), not exceeding a total of 8 hours per week.

3 hours per week per unit for students who hold a CAP (maximum full-time load of 4 units), not exceeding a total of 12 hours per week.

A student may request an **additional total of 5 hours per semester (not subject)** during the exam preparation period. You will be informed via email should their request be approved.

Types of tuition and Pay Rate

Individual tuition – One tutor is tutoring one student at a time. Individual Tuition Pay rate \$55.00 an hour (per session, per student).

Group Tuition – One tutor is tutoring a minimum of 5 students at the same time. Group Tuition Pay rate \$60.00 an hour, per session (not per student).

Tuition is only available during the semester, Block teaching and OUA study periods. Tuition is **not** available during semester and/or study period breaks.

How to apply to be an ITAS Tutor?

If you wish to apply to be a tutor under the ITAS program you will need to complete the ITAS Tutor Registration Form and submit along with the following items to the ITAS Officer at the Centre for Aboriginal Studies.

1. A statement addressing the following;
 - a. A demonstrated knowledge and understanding of Indigenous societies and cultures, including an understanding of the issues affecting Indigenous people and an ability to communicate sensitively and effectively to Indigenous people.
 - b. Completion of a degree in a relevant academic field and / or sufficient industry experience.
 - c. Some experience teaching or providing tutorial support and mentoring.
2. Curriculum Vitae/Resume
 - a. Please indicate whether you are of Aboriginal or Torres Strait Islander heritage. This is part of our Indigenous Employment Strategy and assists us with our reporting requirements to the DPMC.
3. Certified copy of qualification/s or a certified copy of your Academic Transcript/s.
4. A valid Working with Children (WWC) check - 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. The DPMC uses the broader definition of working with “vulnerable people”, including children, and is defined as: A vulnerable person means a child, being an individual under the age of 18 or an individual aged 18 years and above who may be unable to take care of themselves against harm or exploitation by reason of a, illness, trauma or disability or any other reason.

What is the next step?

Once your application has been submitted the ITAS Officer will contact you approximately within 14 days via email to advise you of the outcome and liaise with you regarding available tutoring opportunities.

Contact Us

If you have any further questions, please contact the ITAS Officer:



ITAS Officer
Sara Riches.

Centre for Aboriginal Studies

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