



Curtin University

CENTRE FOR ABORIGINAL STUDIES

INDIGENOUS TUTORIAL ASSISTANCE SCHEME (ITAS)

Tutor Registration

Make tomorrow better.

karda.curtin.edu.au

CRICOS Provider Code: 003013

ITAS Tutor Eligibility

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.

Checklist to apply

If you wish to apply to be a tutor under the ITAS program please submit the following:

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. Experience teaching or providing tutorial support and mentoring.
2. Curriculum Vitae/Resume
3. Certified copy of qualification/s or a certified copy of your Academic Transcript/s
4. Copy of current Working with Children's Check and National Police Clearance.

Please note that failure to include all requested documentation may result in decline or delay of your application.

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
- NOT be directly involved in the assessment of the course in which the student is enrolled.

If you are not a student you must:

- Be qualified through formal education or relevant industry experience and provide evidence.

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
- Must be **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.

This page is not applicable for tutors with a current contract.

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

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"/> 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		INCD3000 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: _____

Please return this form to:

Indigenous Tutorial Assistance Scheme (ITAS)

Centre for Aboriginal Studies

Curtin University, GPO Box U1987 Perth 6845

Telephone: 08 9266 7091

Enquiries: CAS-ITASAdmin@curtin.edu.au

Web: karda.curtin.edu.au

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: _____