

# Riawunna Tutoring Program; Guidelines

## Introduction

The Riawunna Tutoring Program (RTP) provides supplementary tuition to support Aboriginal and Torres Strait Islander students enrolled at the University of Tasmania.

Tutoring is available to assist students with the development of university level academic study skills and to assist students to enhance their knowledge on course content.

## Goal

RTP is intended to support the retention and success of Aboriginal and Torres Strait Islander students enrolled at the University of Tasmania to accelerate and enhance their educational outcomes.

## Student eligibility

Students can apply for up to 2 hours per week, per subject and up to 5 additional hours in total during examination preparation breaks.

Note: The Riawunna Centre will determine the maximum weekly approved assistance over a month to allow flexibility to meet the needs of students requiring more than the additional five hours to prepare for examinations. Such circumstances will be documented on a student's tuition file.

### To be eligible to receive tutoring, students must be:

- an Aboriginal and/or Torres Strait Islander student enrolled at the University of Tasmania

Note: Applicants must meet all three of the following criteria for Aboriginality:

- Be of Aboriginal or Torres Strait Islander Australian descent
- Identify as an Aboriginal or Torres Strait Islander Australian
- Be accepted as such by the community in which you live or have lived

- enrolled in a formal course of study

Note: RTP is not available for subjects outside the student's formal educational or structured training program.

A student may be determined to be in need of tuition if they:

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

Postgraduate students should have developed appropriate skills in literacy, numeracy, academic writing and research prior to their admission into a postgraduate program; therefore, applications for RTP assistance from postgraduate students may be approved and will be documented and filed on the student's file. Short-term assistance in specific subject matter may be appropriate if the student has not previously studied the subject.

## Student responsibilities

Students accept tuition with the understanding that they will increase their knowledge and skills to become self-directed and independent lifelong learners.

In order to maintain their eligibility to receive tutoring students must:

- Not commence tutoring unless they have submitted an Application Form, and have received communication confirming their tutoring arrangements
- Not arrange tutoring outside of the Riawunna Tutoring Program and understand that if they do they are responsible for any remuneration that a tutor may seek
- Only commence tutoring with a tutor who has been assigned by the Riawunna Centre
- Provide tutor(s) access to the Unit Outlines, for which they are receiving tutoring, within two weeks of commencing tutoring
- Switch off mobiles phones during tutoring, unless previously agreed between the student and tutor and only under exceptional circumstances
- Not be held responsible for the submission of tutors pay claims; however student are responsible for the following:
  - Attending unit lectures and tutorials whilst receiving tutoring
- Ensuring that their tutor's timesheet is signed and dated after each of my tutorial sessions.
  - Checking that the tuition time length is correct before signing
  - Keeping independent records of the tuition they have received
  - Never sign blank timesheets
- Provide 24 hours' notice if they cannot attend a tuition session. If Students fail to make contact, the tutor will be entitled to claim 1 hour "NO SHOW" and this will be deducted from the students total tutoring hours  
*Note: If two (2) consecutive "NO SHOWS" occur without any communication with the Tutor or the Riawunna Centre, tutoring will be cancelled.*
- Keep in close contact with the Aboriginal Student Success Officer in their region and provide verbal progress reports
- Not receive tuition after their lectures have ceased
- Apply for examination preparation hours if they are available
- Complete and submit a 'Tutor Progress Report' one week before the end of the semester
- Advise the Aboriginal Student Success Officer in their region of any changes to their enrolment within seven days

*Note: Students are required to apply for tutoring each semester.*

### **Delivering the Riawunna Tutoring Program**

The Riawunna Centre delivers supplementary tuition to Aboriginal and Torres Strait Islander students in the most cost-efficient manner and are responsible for the following:

- determining student eligibility for RTP;
- recruiting tutors who are qualified to provide the required tuition;
- matching students and their learning needs with tutors who are experts in the students field of study;
- monitoring and overseeing tuition delivery;
- developing tuition programs to ensure tuition is appropriate to students' needs

Note: The Riawunna Centre, may wish to arrange small group tuition rather than individual tuition, to provide more effective use of funds; however, the tuition must be appropriate to the needs of all students in the group.

- maintaining student and tutor records and files;
- making appropriate tutor payments;
- assessing tuition provided for effectiveness;
- informing students and tutors that their personal information may be passed on to Department Prime Minister & Cabinet (DPMC) for the purpose of monitoring and evaluating the program; and
- Providing performance reports and financial acquittals.
- RTP will not take place during the hours of scheduled lectures, classes or tutorials.

### **Riawunna's Responsibilities when recruiting Tutors**

- The Riawunna Centre is responsible for the recruitment and payment of tutors and must ensure that:
- The tutor is qualified to deliver the required tuition
- The tutor demonstrates professional, moral and ethical boundaries
- All RTP tutors who work with minors have undertaken an Australian Federal Police (AFP) National Criminal History Record Check (NCHRC) and have been cleared to work with minors, before tutoring with a minor can be approved
- The person understands and is culturally sensitive to the needs of Aboriginal and Torres Strait Islander students:

Where possible, appropriately trained Indigenous tutors are preferred

- The Riawunna Centre will pay tutors for up to four (4) hours to attend training, provided by the Riawunna Centre and the University of Tasmania. This is a once-only payment

### **Prospective RTP tutors must:**

Be qualified, either through formal education and relevant experience, to be eligible to deliver tutoring under RTP. If the prospective tutor is formally qualified, they must produce certified copies of their qualifications and copies of all documentation must be retained on the tutor's file.

Wherever possible, suitably qualified Aboriginal or Torres Strait Islander people will be selected as RTP tutors. Tutors must be sensitive to, and able to relate to, the educational needs of Aboriginal and Torres Strait Islander students.

Not be members of the student's immediate or de facto family and not be the student's usual class or subject teacher, lecturer or tutor. Each student/tutor arrangement must be examined by the Aboriginal Student Success Officer for potential conflict before approval is given.

### Tertiary students as tutors

The proposed tutor must be:

Completed or 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 (i.e. 1st or 2nd year students cannot be approved as RTP tutors for university students);
- able to show evidence of sound academic progress; and
- not themselves receiving RTP tuition in that subject area.

### Conflict of interest

A conflict of interest arises when a person involved in determining tutoring services (an institution staff member, a tutor etc.) is in a position to benefit directly or indirectly from the services. A conflict of interest can also arise when the person's fidelity, objectivity or fairness in performing the services is at risk due to a personal interest or a third party arrangement.

Potential conflicts of interest may include situations where a staff member:

- is a member of the same family as a student or tutor;
- is a close friend of a student;
- has a business interest with a student or tutor; or
- is a student applying to receive tutoring

Any circumstance that compromises the professional integrity of staff, tutor or students will be considered a conflict of interest and addressed with Riawunna Leadership for resolution.

There is no conflict of interest in using the person.

- Except in remote locations where there is no other option, the RTP tutor must not be a family member of the student.
- Staff of the funded institution (e.g. lecturers, tutors) cannot provide tuition during any period for which they are already receiving salary.

### Payments to Tutors

The Riawunna Centre is responsible for paying tutors for tuition according to agreed employment arrangements of the University of Tasmania under the *University of Tasmania; Staff Agreement, 2013 - 2016*

The Riawunna Centre is responsible for determining whether tutor claims for payment are correct and appropriate.

Before an approval and the subsequent payment of tutor claims can be made, the Riawunna Centre will ensure that:

- the hours per week, period and hourly rate are consistent with those agreed with the tutor;
- all tutor and student details are consistent with those originally stated;
- the number of hours of tuition per week is the same as those agreed with the tutor, and if not, a variation has been approved;
- the claim has been countersigned by the student;
- checks have been made to ensure that payments have not been duplicated;
- the tutor has signed the claim;
- a work program has been approved; and
- a progress report has been provided for any previous contract arrangement with this student.

## Work Programs

All tutors are responsible for:

- developing work programs in consultation with the student, and according to needs identified by an Aboriginal Student Success Officer;
- completing a work program no more than two weeks after tuition commences;
- submitting the work program, which will be placed on the student's file; and

The student must endorse the work program which must also be approved by the Aboriginal Student Success Officer in their region.

The Riawunna Centre will ensure that tuition is delivered according to the work program and that tuition meets students' educational needs.

The 'Work Plan' is an online form and can be found on the [Riawunna Tutoring Program webpage](#).

## Assessing Tuition

The Riawunna Centre will undertake and maintain ongoing assessment of tuition effectiveness to:

- change or terminate ineffective tuition arrangements, when necessary; and
- report on the effectiveness of tuition to PM&C

At the end of each semester students will be required to submit a '*Tuition Assessment Report*', outlining the effectiveness of the tutoring they have received throughout the semester.

Tutors will be required to submit a 'Student Progress Report', demonstrating the work that has been undertaken to support the student.

The '*Tuition Assessment Report*' & the '*Student Progress Report*' are both online forms and can be found on the Riawunna Tutoring Program webpage.

The Riawunna Centre will maintain a separate student file for each student receiving RTP assistance.

At a minimum it must contain:

- a copy of the student's proof of enrolment;
- a copy of communications confirming to the student:
  - tutor's name,
  - subjects for which tuition will be provided,
  - maximum hours per week approved for each subject,
  - period of tuition,
  - or if tuition has not been approved, a copy of the signed leer outlining the reasons why the student's application was not approved or is pending

A separate tutor file will also be maintained for each RTP tutor.

At a minimum each tutor file must contain:

- a certified copy of proof of identity, e.g. photo, licence, passport;
- a certified copy of the tutor's qualifications;
- where necessary, a certified copy of the National Criminal History Record Check and State Working with Children checks; and
- a copy of communications confirming to the tutor:
  - student's name,
  - subjects for which tuition will be provided,
  - maximum hours per week approved for each subject,
  - period of tuition
  - maximum hours per week approved for each subject;
  - indication of whether the tuition is individual or group, period of tuition; and
  - hourly rate of pay