Riawunna Tutoring Program Guidelines

Introduction

The Riawunna Tutoring Program (RTP) provides tutorial support to Aboriginal and Torres Strait Islander students enrolled at the University of Tasmania to accelerate and enhance their educational outcomes. 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. Individual and group tutoring can be delivered online or face to face in the Riawunna building.

Student eligibility

Pathway and undergraduate students can receive up to 3 hours per week, per unit and up to 8 additional hours in total during examination preparation breaks.

To be eligible to receive tutoring, students must be:

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

A student may be determined to need tuition if they:

- are failing the course/unit and the student’s performance would be improved through additional tuition;
- just passing the course and the student’s performance would be improved through additional tuition;
- 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:  
Are eligible to receive the following hours of tutorial support:

- Course work – three (3) hours per unit per week
- HDR - five (5) hours per week
- Exam Preparation - student to contact the Aboriginal Success Officer in their regions for approval for a total of eight (8) hours for exam preparation only.

Student responsibilities

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

To maintain their eligibility to receive tutoring students must:

- Not commence tutoring unless they have submitted an Application Form for each semester, 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
- Ensuring that their tutor’s tasks have been confirmed after each of my tutorial sessions  
  o Checking that the tuition time length is correct before confirming
- 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
- Keep in close contact with the Aboriginal Student Success Officer in student’s region
- Advise the Aboriginal Student Success Officer in student’s 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 is 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 student’s 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 to the Australian Government for the purpose of monitoring and evaluating the program; and
- Providing performance reports and financial acquittals.

**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 works in line with the UTAS Behavioral policy
- All RTP tutors who work with Aboriginal and Torres Strait Islander students to have a Working with Vulnerable Peoples’ Card
- The tutor understands and is culturally sensitive to the needs of Aboriginal and Torres Strait Islander students:

Where possible, appropriately trained Aboriginal and Torres Strait Islander tutors are preferred

- The Riawunna Centre will pay tutors for up to four (5) hours to attend training, provided by the Riawunna Centre and the University of Tasmania. This is a once-only payment

**Prospective RTP tutors must:**

- 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.
Students as tutors

The proposed tutor must have:

- at least one academic year ahead of the student
- 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.) can benefit directly or indirectly from the services.

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:
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.

Please note* if you are unsure of a conflict of interest, please visit the UTAS policies.

Payment 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, 2017 – 2021*

The Riawunna Centre is responsible for determining whether tutor tasks (claim) for payment
are correct and appropriate. Before an approval and the subsequent payment of tutor tasks 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;
- 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;
- checks have been made to ensure that payments have not been duplicated;
- the tutor has confirmed the task that the tutoring occurred;
- Tutor to negotiate with the Aboriginal Student Success Officer to deliver tuition on a public holiday.