ITAS Guidelines: Tutors

Applying to be a tutor

- Complete the registration at this link, including details of your qualifications and the units of study/discipline areas in which you feel able to provide tutoring assistance: https://www.surveymonkey.com/r/itastutorapp
- If you would like to tutor a specific student/s, please advise in the registration.
- Email your CV and copies of your transcripts to itas.support@sydney.edu.au
- Should a student requiring your expertise register with for tutoring, your application will be reviewed for your suitability to tutor in one or more units of study.
- The ITAS Coordinator will contact you to see if you are able to undertake 2 hours of tutoring per unit for the student that semester. If you can, a contract and letter of offer will be emailed to you for your sign off. You will also need to provide: 100 points of ID (passport, driver’s license etc), bank account details and a Tax File Declaration (forms attached to the email).
- Please sign and return the contract at your earliest convenience so it can be processed by Human Resources.
- There may be a brief face-to-face meeting organised by the ITAS Coordinator with you and the student present prior to making a firm contractual offer.
- The student will be provided with your email address and asked to contact you to arrange a mutually suitable time to meet for the first tutoring session.
- Please liaise directly with the student to arrange tutoring each week.
- If you require a space to conduct tutoring, please contact the ITAS Coordinator for information about available rooms in either Lvl 5 Jane Foss Russell Bldg or the Old Teachers’ College.

Commencing Tutoring

- Within the first 2 weeks of tutoring, please complete the supplied Tutor Work Program with the student, detailing the goals of the tutorial sessions, and return to the ITAS Coordinator once the student has signed the program.
- After each tutoring session, list the hours in the provided verification form and ask the student to sign to confirm. You are required to provide a copy of this to the ITAS Coordinator in order for your online pay claim to be approved.
- During tutoring sessions, please be mindful that you are assisting the student to develop study skills and enhance their understanding of the subject matter. You cannot do their work for them and must not undertake any assessment work on their behalf. Should the student request this, please explain this is not your role and advise the ITAS Coordinator if this becomes a problem.
- Students are instructed to be prompt for appointments and provide you with as much notice as possible should any issue arise that may cause them to be late or miss an appointment. If a student does not arrive for a scheduled appointment without sufficient notice, you are entitled to payment for 1 hour of your time. The student will be notified that a second occurrence of such an instance will disqualify them from ITAS for the semester.
- Only tutor the student in accordance with the hours listed on your contract – this is the maximum hours available for the semester.
- Students are eligible for an additional 5 hours of tutoring for exam preparation at the end of semester should they request it- ask them to contact the ITAS Coordinator to arrange this and you will be provided with an additional letter of offer for this time.
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Getting Paid

- Once your contract is processed by HR (this can take up to 5 working days), please contact them on 02 8627 1300 to request your Staff Identification Number and unikey. NOTE: Your unikey is your login to all the University of Sydney systems, including the staff email and casual payment system. Use your unikey and interim password (change at first log-in) to log into the Online Timesheet system on the website: timesheets.usyd.edu.au/casual_timesheet
- Please contact ICT on 02 9351 6000 if you have issues logging into a University system.
- Please scan and email the signed verification form to the ITAS Coordinator — note: no payments can be processed prior to receipt of this signed confirmation.
- Enter pay details as per your verification forms — ensure you enter the correct codes for the type of tutoring you provided:
  - Individual tutoring – TUK
  - Group tutoring - TUL
- If you enter the claim prior to payroll cut-off and submit the signed verification form/s, you will be paid in the next pay period.
- Ensure all pay claims are lodged prior to the beginning of the following semester to ensure sufficient funding is claimed from the Government to fund the program.
- You will be able to log into MyHROnline via the staff intranet to obtain a group certificate in July each year.

Tutor Development Workshop

During semester, you will be invited to attend a paid 2 hour session for tutors providing further information about administrative processes, tutoring techniques and cultural competence. Please contact the ITAS Coordinator if you cannot attend to make other arrangements.

Academic Assistance

- As a tutor, we expect that you have a broad understanding of the topic area in which you have been approved to provide tutoring. If there is any course content that you are unfamiliar with, please advise the ITAS Coordinator who may liaise with the Unit Coordinator or the Learning Centre.
- As a casual staff member of the University, you have access to both the online Library resources: www.library.usyd.edu.au as well as borrowing privileges. Please feel free to make use of these resources to enhance your tutoring.

Progress Reporting

- Please contact the ITAS Coordinator if you have any concerns relating to the student or their progress throughout the semester.
- At the end of the semester, you will be emailed a link to provide a brief assessment of the progress made by the student throughout the semester and to provide any feedback you may have. Please return this at your earliest convenience.

Continuing Tutoring

- If you are available to tutor in the next semester or study period, please advise the ITAS Coordinator. DO NOT continue to tutor a student without a valid, signed letter of offer listing the employment dates. The University is unable to pay you for any tutoring you provide without signed authorisation. Each student must apply for tutoring for their
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ITAS unit/s every semester and tutoring cannot be paid without the correct, signed documentation being provided to Human Resources.

- If you are a continuing tutor or have worked at the University in the previous 12 months, you will be required only to sign a change of engagement form and a new letter of offer. You will not have to provide ID, bank or tax file numbers.