



Indigenous Tutorial Assistance Scheme (ITAS)

Tutor Guide

Mana Yura Student Support Services



THE UNIVERSITY OF
SYDNEY

About ITAS

Mana Yura and tutoring

Mana Yura

Mana Yura is a phrase in the Dharug language of the greater Sydney region which means **'gathering Aboriginal peoples to the Eora nation'**. This phrase captures the philosophy of the Mana Yura Student Support team which is creating a sense of community and belonging for all Aboriginal and Torres Strait Islander students at the University of Sydney.

The Mana Yura team provides a range of services and programs including academic, social and cultural support. The team sits in Student Support Services, within the Education Portfolio and are also supported by the Deputy Vice Chancellor, Indigenous Strategy and Services.

ITAS

ITAS is a core pillar of the Mana Yura teams' services for students, focusing on academic support. The goal of ITAS is to assist Aboriginal and/or Torres Strait Islander students to achieve academic success.

This is achieved through the recruitment of qualified tutors who work with students to identify and address individual academic needs. This program gives students access to academic tuition for a maximum of two hours per week per subject, plus an additional 5 hours per subject for exam preparation.

ITAS tutoring is free of charge for our students. ITAS tutors are engaged and paid on a casual academic rate.

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ITAS

1. Tutor eligibility

Qualifications

- For the tertiary unit/s of study you wish to tutor in, you must have completed and received a Distinction grade or higher
- Must be in your third year or higher of tertiary studies

Skills & Attributes

- Ability to plan and coordinate tuition with students
- Ability to facilitate students' learning of subject specific content
- Excellent written and oral communication skills and ability to develop students' discipline-specific written and oral communication skills
- Ability to establish and maintain collaborative and respectful working relationships with diverse peoples
- Ability to work independently with minimal supervision
- Capacity to manage time and cope with multiple deadlines
- Ability to manage administrative aspects of the program, including lodging of pay claims, accurately and promptly
- Sound knowledge of subject content with a good understanding of key theories and concepts
- Understanding of the educational, social and economic factors that impact upon Aboriginal and Torres Strait Islander participation in the Australian higher education

2. Role and responsibilities

Your role is to assist with academic support, revision, and studying advice. This includes:

- Work with your student to help them understand their academic content and assessment procedures in the subject/s you have been contracted for
- Be respectful, supportive and polite to students and comply with the Staff Code of Conduct, particularly keeping your students name and any contact details shared with you confidential
- Foster student autonomy and independence by focussing on the development of students' skills and capacities to succeed independently of tutor assistance
- Only complete tutoring for the hours allowed on your contract
- Be prompt to all scheduled tutoring sessions and give 24 hours' notice if a session needs to be cancelled or changed

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The ITAS tutor role **does not** involve:

- Research on your students behalf
- Taking or supplying course notes
- Writing or editing your students assignments or work
- Liaising with your students teachers, lecturers or supervisors on their behalf
- Any other academic support outside of the subject you are engaged to tutor in, such as enrolment advice or course management. It is the student's responsibility to make sure they attend all classes, complete and hand in assignments and fulfil all other requirements to pass their courses
- Assisting with anything that might constitute academic dishonesty
- Providing personal, financial, or counselling support

If at any time there are concerns with the above please contact itas.support@sydney.edu.au

3. How to apply

Apply online at <https://sydney.edu.au/students/indigenous-tutorial-assistance-scheme/tutors.html>

Select the 'Apply to be an ITAS tutor' orange box on the righthand side, complete the required survey fields, and attach your CV and academic transcript.

Please be aware that submitting an ITAS application does not guarantee an ITAS student match, and is dependent on student compatibility.

4. After you apply

If there is a successful match the ITAS Coordinator will contact you to confirm tutoring for that semester. It may be the case that you are offered two or more students. Once confirmed, employment documents will be sent including a letter of offer, as well as a request for bank and tax file number details, and 100 points of ID. Tutoring **cannot commence** until your contract is signed and returned.

An email will be sent introducing you to your student where you will then contact each other to find a mutually suitable time to meet for the first tutoring session.

5. Student contact

Getting in touch

Once you receive an email introducing you to your new student, you should contact them directly to arrange a suitable time to meet. When and how often you meet is up to you both to mutually agree.

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Recommended discussion points for your first meeting:

- When and where tutorials will take place
- How you wish to communicate including expected response times
- Your expectations
- Expected preparation before each meeting e.g. sending in course outlines or other course materials
- Map out your availabilities for the semester including assessment and exam deadlines
- Capture your tutoring plan in a provided Work Program

Please note that students may choose to engage with their tutors on an ad-hoc basis throughout the semester, as such there's no guarantee of minimum hours work. The hours are student-driven.

Where to tutor

It is recommended you use university spaces or areas in public.

There are dedicated ITAS tutoring rooms available on Level 5 in the Jane Foss Russell Building on campus (building G02 on [this map](#)). Please contact itas.support@sydney.edu.au to book these

Tutoring hours

ITAS gives students access to academic tuition for a maximum of two hours per week per subject (28 hours total), plus an additional 5 hours per subject for exam preparation.

Cancellations and 'no-shows'

Reasonable notice (24 hours) must be given to change or cancel tutoring sessions. If a student fails to comply with this requirement tutors are entitled to a 1 hour "NO SHOW" payment and the hour will be deducted from students allocation of hours.

Please inform itas.support@sydney.edu.au if:

- A student misses two or more tutorial sessions during a semester without reasonable notice
- You cannot get in touch with a student after a reasonable amount of time
- Your student discontinues tutoring or their studies

6. Training

At the start of each semester students and tutors new to ITAS will be provided with an ITAS Orientation session. For tutors this will include Cultural Competence training.

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7. Hours and getting paid

Once your contract is processed by HR, you will receive an email from ITAS to notify you of your staff ID number and further steps to claim payment.

To be paid for hours of completed tutoring you will need to follow two steps:

1. Complete and submit a verification form

- Complete a verification form (as provided by ITAS) for each tutoring session and ensure both you and the student sign-off on the completed hours
- Send a copy of your verification form through to itas.support@sydney.edu.au

1. Lodge an online timesheet

- Login to [myHR online](#), going to “My Timesheets” in the top menu and create a new academic timesheet
- Put the hours into the timesheet as they appear on your ITAS Verification Form
- Use the pay code TUK. You don't need to fill in any of the other code fields (RC, PC etc.)
- Add Rebekah Hatfield as your approver
- Timesheets need to be lodged by COB Thursday to get processed in time for the **fortnightly pay-run**

Please note, the maximum number of ITAS tutoring a student can receive is 28 hours per semester per subject, plus an additional 5 hours per subject per semester.

8. Conflict of interest

You have a responsibility to declare any conflict of interest or potential conflict of interest between the student and yourself. Tutors must not be; immediately related to the student (by marriage or de facto relationship), the student's regular course lecturer/tutor, the student's employer or supervisor at work. Your relationship must be kept professional. Any conflicts of interest (or potential conflicts of interest) must be immediately reported to itas.support@sydney.edu.au

9. Support

If there is any course content that you are unfamiliar with, please advise the ITAS Coordinator who can help liaise with the Unit Coordinator, the Learning Centre, or the faculty-specific Academic Adviser.

As a casual staff member of the University, you will also have access to online Library resources as well as borrowing privileges. Visit www.library.usyd.edu.au to learn more.



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Please reach out for any questions or support:

Vanessa France – Student Engagement Officer (ITAS)

Monday - Friday 9am - 5pm, Level 5 Jane Foss Russell building
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