



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

INDIGENOUS STUDENT SUCCESS PROGRAMME (ISSP) NEEDS ASSESSMENT FRAMEWORK (ACADEMIC SUPPORT)

Purpose:	To clearly set out the framework with which Indigenous Student Success Programme Funding is allocated for the purpose of academic support.
Responsible Executive:	PVC International
Responsible Office:	Vice Chancellery
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1 PURPOSE

The Purpose of this Framework is to set out the basis on which Academic Support will be provided in accordance with the *Indigenous Student Assistance Grants Guidelines 2017* (ISSP Guidelines) and Higher Education Support Act 2003 (Act).

2 SCOPE

This Framework applies to current and future Indigenous Students who are enrolled or intending to enrol in full-time or part-time course as an undergraduate or in a sub-bachelor course leading to undergraduate study, including an enabling program.

3 DEFINITIONS

Academic Support means the provision of academic support, including but not limited to, supplementary tutorial support.

Indigenous Student is a student of Aboriginal or Torres Strait Islander descent enrolled or intending to enrol in a course of study as an undergraduate or Pathways student on either a full-time or part-time basis.

Other definitions have the same meaning as in the ISSP Guidelines and the Act.

4 ELIGIBILITY

In order to receive Academic Support, an Indigenous Student must meet the following criteria:

- a) Be an Indigenous Student;
- b) Be enrolled or intending to enrol as a student at Notre Dame in an undergraduate or in a sub-bachelor course leading to undergraduate study, including an enabling program, or postgraduate program; and
- c) Be at risk of failing or not completing a course of study; or
- d) Be seeking to achieve academic improvement or success.

5 ALLOCATION OF FUNDS

Funds will be allocated proportionate to academic need, which will be calculated according to the Needs Assessment Matrix set out in Section 9.

6 EMPLOYMENT

- 6.1 The University will, in consultation with the Director of Indigenous Education and the Directors of Academic Enabling and Support Centres, engage and pay a person to provide Academic Support when it is satisfied that the person:
- a) Has skills and knowledge in relation to matters of relevance to Indigenous persons;
 - b) Has skills necessary to work with Indigenous persons to deliver quality higher education to Indigenous Students;
 - c) Is an appropriate person to provide the activities; and

d) Is not undertaking a unit of study that the Indigenous Student is also undertaking.

6.2 Those employed in accordance with Clause 6.1 will:

- a) engage in cultural awareness training as required, and
- b) be paid at negotiated hourly rates, comparable to the rates of pay provided to the rates of pay provided to employees in similar roles at other Universities.

6.3 The University will give priority to the employment of Indigenous persons to undertake Academic Support work funded by the ISSP Grant.

7 CONFLICTS OF INTEREST

7.1 In the process of employing a person to provide Academic Support, the University will consider any actual or potential conflicts of interest and take steps to avoid them.

7.2 In the event that an actual or potential conflict of interest is unavoidable, but manageable, the University will keep a register of conflicts of interest and the steps taken to manage them.

8 RELATED DOCUMENTS

Indigenous Student Assistance Grant Guidelines 2017

Guidelines: Indigenous Student Success Programme (ISSP) Funding Allocation

ISSP Oversight Committee Terms of Reference

ISSP Needs Assessment Framework (Scholarships)

University General Regulations

SECTION 9:

NEEDS ASSESSMENT MATRIX (Academic Support)

Allocation Category	Tuition Eligibility Criteria	Minimum Evidence Required	Tuition Recommendation
High Priority (limited to undergraduate students or students enrolled in a sub-bachelor; course leading to undergraduate study; including an eligible program)	At risk of failing a Core Unit or repeating a previously failed unit.	<ul style="list-style-type: none"> •Academic transcript showing fail grade. 	Full Tutorial Support – 2 hours per week for all requested units.
	On Conditional status.	<ul style="list-style-type: none"> •Show Cause letter; or •Academic record showing Conditional Status 	. Full Tutorial Support – 2 hours per week for all requested units.
	At risk of failing and fail grade/s received in a unit or units in the most recent semester of enrolment or at the recommendation of the unit lecturer or tutor.	<ul style="list-style-type: none"> •Academic transcript showing fail grade; or •Tutorial Support recommendation letter from Course coordinator or Lecturer; or •Tutorial Support recommendation letter from Counselling, Campus Ministry or Manager, Student Services. •Tutorial Support recommendation letter from external professional service (eg. GP, Health Professional) 	Full Tutorial Support – 2 hours per week for all requested units.
	Students who have a disability, injury or health condition – permanent, temporary, episodic or fluctuating that impacts their academic performance.	<ul style="list-style-type: none"> •Learning Access Plan; or •Letter from GP or other qualified Health Professional confirming tutorial academic support requirement. 	Full Tutorial Support – 2 hours per week for all requested units.
	Students in first year of study in a degree program at Notre Dame (Especially students transitioning from alternative pathways i.e. enabling programs, VET, including EN to BN conversion students, special consideration and; mature age students; return to study after a Period of absence).	<ul style="list-style-type: none"> •Tutorial Support recommended by Indigenous Student Support Officer; the Course coordinator; the Director Indigenous Education; or the Director of the AESC; or •VET or school records; or •Resume or personal statement on work/education experience. 	<p>Flexible Tutorial Support for up to 2 hours per week per unit requested.</p> <p>Recommended participation in AESC support services.</p>
Medium Priority	Elite athletes	<ul style="list-style-type: none"> •Registered on the Elite Athlete Program; or •Official sporting club documentation showing state, national or international sporting commitments. 	Flexible Tutorial Support for up to 2 hours week per unit requested.
	Scholarship with GPA requirement	<ul style="list-style-type: none"> •Official scholarship supporting documentation outlining GPA requirements; and. •Academic transcript showing GPA. 	<p>Flexible Tutorial Support for up to 1 hour per week per unit requested.</p> <p>Tutor Support may be extended to 2 hours per week if GPA requirement is not currently being met.</p>
	Final year students with graduating GPA requirement for formal graduate program.	<ul style="list-style-type: none"> •Official graduate program offer or supporting documentation outlining GPA requirements; and •Academic transcript showing GPA. 	Flexible Tutorial Support for up to 1 hour per week per unit requested. Tutor Support may be extended to 2 hours per week if GPA requirement is not currently being met.

Low Priority	All other circumstances	•Actively seeking assistance to achieve academic improvement or success from	Case by Case approach; needs assessed by the Director AESC
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Version	Date of approval	Approved by	Amendment
1	21 August 2017	Vice Chancellor	

