



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

**The University of Notre Dame
Indigenous Student Success Program (ISSP)
Indigenous Australian Tutorial Assistance**

**TUTOR EXPRESSION OF INTEREST
INFORMATION PACKAGE**

Introduction

The University of Notre Dame Australia is always interested in expanding its tutor base.

If you meet the eligibility requirements and wish to register your interest in any positions that become available as a tutor, please contact the Indigenous Support Officer to discuss your application further.

Please note that the Indigenous Student Success Program (ISSP) is governed by the Guidelines set by the Department of Prime Minister and Cabinet and all potential tutors must meet the requirements set out in this document in order to be considered for placement on the register.

What is Indigenous Student Success Program – Indigenous Australian Tutorial Assistance

The Indigenous Student Success Program (ISSP) is a program funded by Department of Prime Minister and Cabinet, which enables the University of Notre Dame to offer tutorial assistance to Aboriginal and/or Torres Strait Islander students in need of additional academic support.

ISSP's Indigenous Australian Tutorial Assistance provides Aboriginal and Torres Strait Islander students with the opportunity to receive a one-on-one individualised tutoring service from a suitably qualified tutor, who will provide academic skills support and help students adapt to university education.

Each student application is assessed on a case-by-case basis, with priority given to support students most in need. A student accessing ISSP 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;
- are just passing the course and the lecturer believes that the student's performance would be improved through additional tuition;
- was previously performing satisfactorily but is now having difficulties with a new component of the course and is danger of failing or falling behind, in which case tuition would be short-term; or
- require tutorial assistance to achieve an academic level or ranking required to proceed to a subsequent stage or course of study.

Tutor Eligibility Requirements

As the ISSP's Indigenous Australian Tutorial Assistance program is student focused, tutors need to be culturally sensitive to, and able to relate to, the educational needs of the student.

Tutors are assigned in their relevant field. Therefore they must be either formally educated or have acquired relevant experience in the area of study in which they wish to tutor. In order to be considered for a position as a tutor applicants must:

- if formally qualified, produce certified copies of their qualifications; and
- if not formally qualified, produce suitable written references to establish whether they are able to provide an appropriate standard of tuition in their nominated area of study.

Current students of The University of Notre Dame Australia or of another institution may be eligible for a tutor role provided that they are:

- 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 requiring the tuition (i.e. 1st or 2nd year students cannot be approved tutors);
- able to show evidence of sound academic progress; and
- not themselves receiving or having received tuition in that subject area: and
- not excluded by a conflict of interest.

Applicants must have undertaken an Australian Federal Police National Criminal History Record Check AND have been cleared to work with minors by undertaking a Working with Children Check (if appropriate). Certified copies must be submitted together with their application.

Registration of interest

To register their interest for a position as a tutor, applicants must complete the Tutor Registration Form and provide evidence of qualifications along with other requirements listed in the form. All documentation and references provided will be verified by the University to ensure all information provided is correct.

The University may require applicants to attend an interview or provide further information in order for it to assess their suitability for a tutor position.

Applicants who are assessed as suitable will be placed on a register of potential tutors. In the event that a student requires a tutor, the University will select a suitable tutor from the register, at its discretion, and offer them a contract of employment for the position.

Please note, potential tutors who are on the register will not be considered for a tutor role in relation to a particular student if:

- the applicant is an immediate family member of the student or is in a de facto relationship with the student; or
- the applicant is the assigned lecturer or tutorial teacher of the unit in relation to which the student is seeking extra assistance.

Applicants should note that being placed on the register does not guarantee an offer of employment. Any offer of employment shall be made at the sole discretion of the University.

Tutor Role and Responsibilities

Where an applicant is offered employment as a tutor, they will be required to comply with the following obligations in relation to the Indigenous Student Success Program in addition to other terms and conditions which will be set out in their employment contract.

Employed tutors will be required to develop a tuition program tailored to the specific educational needs of the student. The program must be approved by the Indigenous Support Officer and the tutor will be required to follow the program.

The tutor must comply with ongoing assessment as required by the Indigenous Support Officer. Any issues the tutor has with the student or the program must be brought to the Indigenous Support Officer's attention immediately.

On a fortnightly basis, the tutor will be required to submit a completed timesheet in order for the appropriate payments to be made to them within the University's pay schedule.



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Midway and at the end of the tuition period, in conjunction with the student, the tutor must complete a tuition assessment in the form of a Student Progress Report. This provides feedback to the University about the effectiveness of the tuition.

TUTOR REGISTRATION FORM

EXPRESSION OF INTEREST

SECTION ONE

PERSONAL DETAILS	
FAMILY NAME:	GIVEN NAME(S):
TITLE:	
STAFF ID NUMBER:	STUDENT ID NUMBER:
(PLEASE PROVIDE YOUR NOTRE DAME STAFF OR STUDENT NUMBER ABOVE ONLY IF YOU HAVE ONE)	
	DATE OF BIRTH:

POSTAL ADDRESS:					
TELEPHONE NUMBERS	MOBILE:	HOME:			
	WORK:	FAX:			
EMAIL ADDRESS:					
ARE YOU OF:		Aboriginal descent		Torres Strait Islander descent	Other (please specify):

SECTION TWO

PLEASE NOTE: A CERTIFIED COPY OF YOUR QUALIFICATIONS TOGETHER WITH A COPY OF YOUR CURRICULUM VITAE MUST BE ATTACHED AND RETURNED WITH THIS REGISTRATION FORM. PROFESSIONS THAT MAY CERTIFY A DOCUMENT INCLUDE A TEACHER, CHEMIST, DOCTOR OR A JUSTICE OF THE PEACE. IT SHOULD CONTAIN THE WORDING 'I CERTIFY THAT THIS IS A TRUE COPY OF THE ORIGINAL' AND DETAIL THEIR NAME, POSITION, SIGNATURE AND DATE.

QUALIFICATIONS

NAME OF QUALIFICATION	AWARDING INSTITUTION	DATE COMPLETED

SECTION THREE

ADDITIONAL INFORMATION

DO YOU HAVE ANY OTHER EXPERIENCE WHICH WOULD MAKE YOU A SUITABLE TUTOR OF INDIGENOUS STUDENTS?	
DO YOU HAVE A PREFERENCE OF SUBJECTS YOU WISH TO TUTOR IN?	
TUTORS ARE EXPECTED TO BE AVAILABLE FOR THE ENTIRE APPROVED TUITION SCHEDULE. WITH THIS IN MIND, PLEASE INDICATE HOW MANY HOURS YOU CAN PROVIDE FOR TUITION ASSISTANCE PER WEEK AND THE TIMES/DAYS ON WHICH YOU WILL BE AVAILABLE.	

SECTION FOUR

I UNDERSTAND THAT:

- COMPLETING THIS REGISTRATION FORM IS NOT A GUARANTEE OF WORK. IF I AM CONSIDERED SUITABLE FOR EMPLOYMENT IN RELATION TO A PARTICULAR STUDENT I WILL BE CONTACTED BY THE INDIGENOUS SUPPORT OFFICER AT THE UNIVERSITY OF NOTRE DAME AUSTRALIA AND REQUIRED TO SIGN CONDITIONS OF EMPLOYMENT AND OTHER RELEVANT DOCUMENTATION.
- ANY POSITION OFFERED TO ME AS A TUTOR IS DEPENDENT ON THE UNIVERSITY CONTINUING TO RECEIVE FUNDING FOR THE INDIGENOUS STUDENT SUCCESS PROGRAM.

- IT IS AN OFFENCE TO PROVIDE FALSE OR MISLEADING INFORMATION AND CONFIRM THAT THE INFORMATION PROVIDED IN THIS FORM REGARDING MY PERSONAL DETAILS AND QUALIFICATIONS IS TRUE AND CORRECT.
- IN THE EVENT THAT I AM OFFERED A POSITION AS A TUTOR MY CONTACT DETAILS MAY BE PROVIDED TO THE LECTURERS OF ANY STUDENT I AM ENGAGED TO TUTOR.
- IN THE EVENT THAT I AM OFFERED A POSITION AS A TUTOR I WILL BE REQUIRED TO CONSENT TO THE INDIGENOUS SUPPORT OFFICER PROVIDING ANY DETAILS AND RELEVANT DOCUMENTATION IN RELATION TO MY ROLE AS A TUTOR ONTO DEPARTMENT OF PRIME MINISTER AND CABINET FOR THE PURPOSE OF MONITORING AND EVALUATING THE TUITION PROGRAM.

SIGNATURE

DATE

CHECKLIST

Please ensure you have completed this form in full and provided the following documentation:

- CERTIFIED COPIES OF ALL YOUR QUALIFICATIONS OR, IF YOU DO NOT HAVE FORMAL QUALIFICATIONS, WRITTEN REFERENCES CONFIRMING YOUR EXPERIENCE
- A CURRENT CURRICULUM VITAE
- A CERTIFIED COPY OF PHOTO IDENTIFICATION – IE PASSPORT, DRIVERS LICENCE
- A CERTIFIED COPY OF YOUR AUSTRALIAN FEDERAL POLICY NATIONAL CRIMINAL HISTORY RECORD CHECK
- A CERTIFIED COPY OF YOUR WORKING WITH CHILDREN CHECK

PLEASE RETURN YOUR COMPLETED FORM AND DOCUMENTATION TO:

OFFICE USE ONLY

Tutor Appropriate: Yes No

Approving staff comments:

Approving staff signature:

Date: