The Indigenous Tutorial Assistance Scheme (ITAS) is funded by the Prime Minister and Cabinet (PM&C) and is intended to supplement students’ learning at University. The goal of ITAS is to assist Indigenous students so they can achieve results, which are similar to their non-Indigenous counterparts.

The following policies and procedures for ITAS are a breakdown of the PM&C Guidelines. Tutors are asked to follow these policy and procedures so GUMURRII SSU can deliver a more effective and coordinated scheme to students.

Policies

1. In relation to the qualifications of ITAS tutors, the following apply;
   - It is a minimum requirement that all tutors must have completed at least 2 years of their undergraduate degree and have attained a high level of academic achievement (5.0 GPA) in the course area they are tutoring or have Relevant Work Experience and Expertise.
   - Tutors must be 2 years ahead of the student with whom they are matched (i.e. a first year student must be matched with a tutor in 3rd year or higher).

2. Tutors are required to submit their pay claims fortnightly to the ITAS Coordinator via email. This is in line with the Griffith University Payment Schedule.
   - **NB:** It is GUMURRII SSU policy that tutors must submit their pay claims fortnightly by the set deadlines outlined in the ITAS Payment Schedule. Any claims received after the set deadline will not be paid until the following fortnight. All hours also need to be submitted online through the Griffith Portal for approval by the ITAS Coordinator.

   - **NB:** Payroll will not be accepting off-cycle payment requests.

3. Tutor must also make sure the student signs the Fortnightly Tutor Pay Claim form after EACH tutorial.
   - There will be no catchup/makeup sessions, if students’ miss out on sessions, tutors are required to claim a NO SHOW.
   - There will be NO Skyping. All tutoring sessions are to be in person.

   - **NB:** Pre-signing of forms is not permitted and will be dealt with as a serious matter.

4. It is GUMURRII SSU policy that tutors will not be aligned to any more than the maximum of 16 hours per week

5. Tutors must not exceed their weekly contracted hours. If claims are received listing hours above the contracted hours, only your contracted hours will be paid.

6. Tutors who are contracted to provide individual tuition must NOT tutor these students in groups.

7. If tutors are contracted to tutor one-on-one and in groups then separate pay claims must be submitted for both types of tuition.

8. Contracted tutors cannot receive ITAS tuition in the same semester in which they are contracted.

9. Tutors **cannot** provide tuition to students where the “student and proposed tutor are members of the same family, the tutor is a staff member of the funded institution (lecturer or tutor)”. This is a conflict of interest and will result in the cancellation of the tutor’s contract.
Procedures

1. Learning Assistance Officers (LAO) will be required to interview all tutors for registration.

   Tutors must register online and must be accompanied by:

   - Certified copy of your Memorandum of Results
   - Curricular Vitae
   - Copy of Photo ID (i.e. Licence, Passport…)
   - Photocopy of Blue card or completed Blue Card Application.

   **NOTE: If you do not have a Blue Card you cannot tutor for ITAS**

2. LAO’s will match students and tutors after the interview processes are completed.

   - To ensure that the matching of tutors and students is processed expediently, ensure that all forms are completed in full and submitted to the LAO.

3. **Tutors are not to commence tutoring until they have received a Letter of Approval, from the ITAS Coordinator.** This provision along with others, are listed clearly on your contract, please retain a copy of your contract and read it thoroughly.

   NB: Any pay claims received, listing dates before the commencement date of the contract, will not be paid for any reason.

4. **Tutors must not exceed their weekly contracted hours.** If claims are received listing hours above their weekly allocation, only the contracted hours will be paid.

5. Tutors are required to complete a Tutor Work Program, for each course the student undertakes, within 2 weeks of commencing the tuition. Students must agree with and approve the Tutor Work Program. The Tutor Work Program must then be approved by the respective LAO and then final approval by the ITAS Coordinator.

   NB: The Tutor Work Programs must be received within 2 weeks of the tutor commencing tuition or pay claims will be withheld until they are submitted. The ITAS Coordinator will be following up on ALL work programs.

6. Both students and tutors are required to complete an end of semester assessment form. This form must be completed and forwarded to the ITAS Coordinator by the end of the last teaching week each semester.

   NB: If this is not completed online by the end of semester, Exam Preparation may not be approved and all claims will be withheld until the form has been received.

7. The ITAS Coordinator will contact LAO’s where 2 NO SHOWS are evident. A no show is when the tutor or student does not show up without at least 24 hours notice. In the event of 2 NO SHOWS by the tutor or the student, the contract will be cancelled unless circumstances determine otherwise.

8. In the event of a no show, the tutor can claim half the contracted hours for the arranged tutorial to cover unnecessary travel and so on.

9. Exam Preparation is a maximum of 5hrs per student. Exam Preparation must be approved by the LAO and submitted to the ITAS Coordinator on an exam preparation contract after the exam prep tutoring has taken place.

   NB: Any claims listing hours after the contract cessation date that are not submitted on an exam preparation contract, will not be paid.