

Aboriginal and Torres Strait Islander Tutorial Assistance Program

Approving authority	Learning and Teaching Committee
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Description	This policy outlines how the GUMURRII Student Support Unit (SSU) shall prioritise the allocation of academic support, including supplementary tuition, funded by an Indigenous Student Assistance Grant to Aboriginal and Torres Strait Islander Students undertaking award programs at Griffith University.

Related documents

[Indigenous Student Assistance Grants Guidelines 2017](#)

ATSITAP Procedures for Students

ATSITAP Procedures for Tutors

[ATSITAP Website](#)

Senior Learning Assistance Officer (SLAO) and Learning Assistance Officer (LAO) Workflow Process
Tutor Workflow Process

[Code of Conduct](#)

[Conflict of Interest Policy](#)

[Conflict of Interest Disclosure Statement](#)

[Griffith University Disclosure Statement](#)

[Student Review and Appeals Policy](#)

[Student Review and Appeals Procedures](#)

[Student Complaints Policy](#)

[Student Complaints Procedures](#)

[Students with Disabilities Policy](#)

[\[Purpose of Tutorial Assistance\]](#) [\[Administration\]](#) [\[Program Delivery\]](#) [\[Student Eligibility\]](#) [\[Registering for Tuition\]](#) [\[Delivery of Tuition\]](#) [\[Tutors\]](#) [\[Conflicts of Interest\]](#) [\[Monitoring and Reporting\]](#) [\[Review of a Decision\]](#) [\[Student Complaints\]](#)

1. PURPOSE OF TUTORIAL ASSISTANCE

In accordance with the [Higher Education Support Act 2003](#) and the *Indigenous Student Assistance Grants Guidelines 2017* the *Aboriginal and Torres Strait Islander Tutorial Assistance Program* (ATSITAP) is established to provide academic support, including supplementary tuition, to Aboriginal and Torres Strait Islander students at Griffith University. ATSITAP contributes to the transition and retention of Aboriginal and Torres Strait Islander students and is complementary to Group and School academic support initiatives.

In providing academic support, the *Indigenous Student Assistance Grants Guidelines 2017* requires the University gives priority to Aboriginal and Torres Strait Islander students who are at risk of the following:

- failing a course of study, or an element of the course; or
- not completing a course of study to a required level.

2. ADMINISTRATION

The Director, GUMURRII Student Support Unit (SSU) is responsible for the administration of the *Aboriginal and Torres Strait Islander Tutorial Assistance Program*.

All procedures associated with the administration of this Program are coordinated through the GUMURRII SSU.

GUMURRII SSU staff and other University staff involved in ATSITAP are required to follow these policies and procedures to ensure delivery of an effective Tutorial Assistance Program.

3. PROGRAM DELIVERY

- 3.1 Griffith University is contracted to deliver supplementary tuition to eligible Aboriginal and Torres Strait Islander students through the GUMURRII SSU.
 - 3.2 Effective program delivery depends on assessment of student eligibility and prioritisation of funds according to need, recruitment and matching of suitable tutors.
 - 3.3 Monitoring and evaluation of the program requires accurate recording and monitoring of all tuition contracts, ongoing performance monitoring and provision of regular financial acquittals.
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4. STUDENT ELIGIBILITY

- 4.1 The *Aboriginal and Torres Strait Islander Tutorial Assistance Program* is only available to students who identify as Aboriginal and Torres Strait Islander and are enrolled in a Griffith University award level course as either a full-time or part-time student.

An Aboriginal or Torres Strait Islander person is someone who:

- is of Australian Aboriginal or Torres Strait Islander descent;
- identifies as an Australian Aboriginal or Torres Strait Islander person; and
- is accepted as such by the community in which they live, or have lived.

In registering for the Tutorial Assistance Program students are required to provide Confirmation of Aboriginality or a signed Statutory Declaration.

- 4.2 Priority is given to students enrolled in undergraduate courses. Students enrolled in end-on honours and postgraduate courses may be provided with tuition where they meet the condition specified in 1 (a) or (b).
- 4.3 All Aboriginal and Torres Strait Islander undergraduate students in the first trimester of their first year of study are eligible for up to two (2) hours per week per course.
- 4.4 Undergraduate students who are at risk of failing their enrolled course are eligible for up to two (2) hours per week regardless of how much of the program has already been completed.
- 4.5 Undergraduate students who have a Grade Point Average (GPA) of 5.0 or below and who are not at risk of failing (see 4.4) are eligible for up to one (1) hour per week per course.
- 4.6 Undergraduate students with a Grade Point Average (GPA) of 5.1 or more may only be approved by the Director of GUMURRII SSU after a formal submission outlining the reasons for the request and tuition. Approved tuition will be limited to a maximum of one (1) hour per week per course.
- 4.7 Students who meet the [Students with Disability](#) criteria may be eligible for up to two (2) hours per week per course.
- 4.8 Students enrolled in end-on honours and postgraduate courses:
 - which are different to their undergraduate program, and

- who have a Grade Point Average (GPA) of 5.0 or below;
- may be eligible for tuition of up to one (1) hour per week per course, depending upon a tutoring needs assessment and availability of funds.
- 4.9 Applications for tutorial assistance for end-on honours and postgraduate students may only be approved by the Director of GUMURRII SSU after submission of a written request outlining the reasons for the request, and tuition. Approved tuition will be limited to a maximum of one (1) hour per week per course.
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5. REGISTERING FOR TUITION

- 5.1 Aboriginal and Torres Strait Islander students who are enrolled in an undergraduate course, or who have a disability, may register for tutorial assistance through the ATSITAP website.
- 5.2 End-on Honours and Postgraduate students are normally not eligible for tutorial assistance unless they meet the eligibility criteria specified in [Section 4.8](#). End-on Honours and Postgraduate students must submit a written request to the Director of GUMURRII Student Support Unit (SSU) outlining the reasons for seeking tutorial assistance.
- 5.3 Registration for tutorial assistance is submitted online via the ATSITAP website which requires the student to make a declaration that:
- (a) giving false or misleading information is a serious offence; and
 - (b) the person may incur a debt to the Commonwealth or the provider or both if the person receives assistance or payment that the person should not have received; and
 - (c) the provider may collect personal information of the person and share that information with the Commonwealth for the purposes of the Commonwealth administering the Guidelines;
- in accordance with Provision 37 (3) Policies and Processes for using an ISSP grant, Part 7 ISSP grant conditions (miscellaneous) of the *Indigenous Student Assistance Grants Guidelines 2017*.
- 5.4 After registration has been submitted:
- A Learning Assistance Officer (LAO) will complete a tutoring needs assessment.
 - Students will be advised if they are eligible or ineligible for tuition.
 - Eligible students will be assigned to a tutor and receive an approval email outlining details about their obligations to the tutor including:
 - the requirement to sign a pay claim form for their tutor after each weekly session;
 - approve the Tutor Work Program online through the ATSITAP website; and
 - give reasonable notice (minimum of twelve (12) hours) to their tutor, if they are unable to attend a tutoring session.
 - Eligible students are required to contact the tutor to commence sessions.
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6. DELIVERY OF TUITION

- 6.1 Tuition may be delivered on an individual basis, through group tutorial, or, in exceptional circumstances, through email, telephone calls (including face-time calls), Skype or any other alternative method of communication which meets student needs as approved by the Director of GUMURRII SSU.
- 6.2 Group tuition must be appropriate to the tutoring needs of all individual students in the group, which may comprise up to four (4) students.
- 6.3 ATSITAP will only pay for the tutorial assistance provided by the tutor.
- 6.4 ATSITAP will not pay or reimburse costs for information technology resources or access to telecommunication networks.
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- 6.5 Alternative methods not previously approved as outlined in [6.1](#) must be approved by the Director of GUMURRII SSU before commencement of tuition. The method of delivery will be determined by the Learning Assistance Officer (LAO) after a tutoring needs assessment has been undertaken.
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7. TUTORS

7.1 Eligibility

- Any appropriately qualified person may be eligible to be employed as a tutor. The person does not have to be of Aboriginal or Torres Strait Islander descent, but must be sensitive to, and able to relate to, the educational learning needs of Aboriginal and Torres Strait Islander students, particularly those from rural and remote locations.
- Prospective tutors must be qualified either through formal education or through relevant professional or educational experience.
- Tertiary students may be eligible to be employed as tutors if they:
 - are studying a major sequence of courses in a program area in which the student needs tutoring;
 - have completed at least 160 credit points of their degree in that program area;
 - have a GPA of 5.0 or above;
 - have demonstrated consistently sound academic progress and are not receiving any tuition under ATSITAP.
- Members of a student's immediate or de facto family are not eligible to be tutors for that student except in remote locations where there is no other option.
- GUMURRII SSU staff members of Griffith University and Indigenous Education Workers are not eligible to be tutors whilst they are in receipt of a salary from Griffith University unless they comply with relevant Griffith Employment policies and procedures.
- All international tutors must have successfully completed an English proficiency course and submit certification.

7.2 Recruitment and Registration

- Prospective tutors must apply through the ATSITAP website.
- All ATSITAP tutors must have a current Blue Card.
- Registration as a tutor is not a guarantee of employment.

7.3 Employment of Tutors

- Tutors will be appointed on contract after successful interview with the relevant Learning Assistance Office (LAO).
- Contracts are generated on a trimester by trimester basis and no long term employment contracts are entered into.
- Payment of tutors is in accordance with Griffith University Enterprise Agreements.
- GUMURRII SSU is responsible for determination of pay claims.

8. CONFLICTS OF INTEREST

The GUMURRII SSU is required to comply with the Griffith University *Code of Conduct* and Provision 35 Conflicts of interest, Part 7 ISSP grant conditions (miscellaneous) of the *Indigenous Student Assistance Grants Guidelines 2017*.

GUMURRII SSU shall comply with these requirements by operating in accordance with the University's *Conflict of Interest Policy* and requiring staff with an actual, perceived or potential conflict of interest to complete a *Conflict of Interest Disclosure Statement*.

9. MONITORING AND REPORTING

The effectiveness of the ATSITAP is monitored through:

- regular monitoring of individual students' progress by Learning Assistance Officers (LAO);
- end of the Trimester student evaluations of their tuition experience; and
- overall analysis of student outcomes each Trimester.

Allocation and expenditure of funds is monitored by the GUMURRII SSU in conjunction with the Finance Office of Griffith University.

In accordance with Provision 17 Reporting, Part 4 – ISSP grant conditions (use and reporting) of the *Indigenous Student Assistance Grants Guidelines 2017* the University is required to provide annually to the Minister for Indigenous Affairs a Performance Report and an Acquittals Report. These reports must include a statement authorised by the University's Aboriginal and Torres Strait Islander governance body.

An annual performance report is prepared in accordance with reporting requirements set out in the Funding Agreement. The report will include information relating to students receiving tuition, tutors employed, the fields of study in which tuition was provided and aggregated academic results of students receiving tuition.

The Acquittals Report shall be provided in the form of an annual financial audit statement prepared by an independent person qualified to provide the audit statement.

10. REVIEW OF A DECISION

Applicants for the *Aboriginal and Torres Strait Islander Tutorial Assistance Program* who are dissatisfied with the outcome of their application are to contact the Learning Assistance Officer who made the decision to obtain a written explanation of the decision.

If they remain dissatisfied applicants for the *Aboriginal and Torres Strait Islander Tutorial Assistance Program* may request a review of the decision by the Director, GUMURRII SSU within 10 working days of a written notification of the decision. The application for review is to be made using the *Review of Decision form* in accordance with the University's *Student Review and Appeals Policy* and *Student Review and Appeals Procedures*. The Director, GUMURRII SSU's decision is final.

11. STUDENT COMPLAINTS

Students who have concerns about the quality or delivery of their tuition should contact their Learning Assistance Officer (LAO) in the first instance. Students who remain dissatisfied with the quality or delivery of the *Aboriginal and Torres Strait Islander Tutorial Assistance Program* or the conduct of University staff involved in the Tutorial Assistance Program may make a complaint in accordance with the *Student Complaints Policy* and *Student Complaints Procedures*.
