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What is The Indigenous Tutorial Assistance Scheme (ITAS)?

ITAS is funded under a contract between UTS and the Commonwealth Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education [DIISRTE]. The primary objective of ITAS is to assist Aboriginal and Torres Strait Islander students to participate equitably in their chosen field of study. This is achieved through the recruitment of qualified tutors who work with our students to address their identified academic assistance needs. Student participation in ITAS tutorials is voluntary and there is **NO COST** to students.

Under this scheme, Indigenous students receive supplementary academic tutoring, either one-to-one or in small group tutorials, in subject-specific areas from a qualified tutor.

**NOTE:** Participation in our ITAS program is highly recommended for students who enter The University of Technology Sydney via the Jumbunna Pathways program.

Who is eligible for ITAS?

To be eligible to apply for ITAS Tertiary Tuition you must be

- Aboriginal and/or Torres Strait Islander.
- Enrolled in a course at UTS.
- Assessed as being in need of supplementary tuition by one of the Jumbunna academic staff/lecturers.

**Note:** It will no longer be a requirement for students to be at risk of failing to receive academic support, even though at-risk students remain a priority. Students who aim to excel in their studies are encouraged to apply for ITAS.

Honours and Postgraduate students may also be eligible to apply for ITAS. These students should have developed appropriate skills in literacy, numeracy, academic writing and research prior to their admission into an honours and/or postgraduate program. Therefore, applications from these students are assessed on a case by case basis for approval in exceptional circumstances only.

How to apply for ITAS?

Applications for **undergraduate** and **UNISTART** ITAS Tertiary Tuition can be lodged via **ITAS Student online portal**

Your ‘user name’ is your student number and your password is the same password you use for all UTS online functions (such as your UTS email account and MyStudentAdmin).

*Please see the attached ‘Instruction to apply for ITAs tuition online 2017’*

**Postgraduate** students are required to complete an Educational Assessment form (*please see the attached ‘ITAS educational assessment (Postgraduate)’*)
and send it to the ITAS administrator before lodging their applications via ITAS Student online portal.

ITAS Tuition Arrangement

Allocation of ITAS tutors to students:

- UTS Jumbunna will allocate approved ITAS tutors to students based on students’ assessed learning needs.

- Should you have a personal preference as to which tutor is allocated to you, please indicate this in your ITAS online application.

- Please be aware that submitting an ITAS application does not guarantee ITAS tutorial assistance. Approval of ITAS applications are subject to availability of funds and based on an Educational Assessment conducted by one of the Jumbunna academic staff/lecturers.

- UTS Jumbunna will endeavour to engage tutors to cater to each student’s academic needs; however, circumstances may arise where a suitable tutor is not available. This is rare and in such circumstances, UTS Jumbunna will undertake to make alternative support available to the student.

- UTS Jumbunna will notify students and ITAS tutors in writing of their tutoring arrangement. This will include student’s and tutor’s contact details, the course code and name, and the maximum number of hours of tuition per week and per semester.
  - Under no circumstances, should tutors and students make arrangements for tutorials to take place, or commence tutorial sessions, which have not been approved in writing by UTS Jumbunna.

What do I need to do after an ITAS tutor is assigned to me?

1. Contact your ITAS tutor to organise your first meeting.
   
   Once you have received written notice of ITAS allocation, you should contact your tutor directly to arrange a suitable time and mutually convenient place, either on or off campus, to meet for the first ITAS session.

   If you prefer to meet on campus, you can book a study room at UTS via UTS Library website.

   Please be aware that in some circumstances, you may need to wait for your allocated tutors to accept their employment offers before they can meet with you.

2. Accept/Decline your tutor via ITAS Student online portal.
   
   After your first ITAS session, you will need to login to the ITAS Student online portal to accept or reject your allocated tutor. *Please see the attached 'Instruction to accept or decline your tutor-2017'*
3. **Approve/ Decline a work program submitted by your tutor.**

Within the first two weeks of your tuition, your tutor must prepare a work program based on the educational needs identified in your ITAS application. The tutor will consult with you when developing the work program which will be submitted by your tutor via the ITAS Tutor online portal. You will need to approve or decline it via the [ITAS Student online portal](#).

*Please see the attached 'Instruction to Accept or Decline the work program in ITAS site - 2017'.pdf*

If you are unable to accept/decline the work program online, please contact the [ITAS administrator](#) directly for help.

4. **Check and approve your ITAS tutor’s salary claim (ITAS tutor timesheets).**

You are responsible for checking and signing your ITAS tutor’s claim forms. At the end of each tutorial session you can either sign a manual claim or you can approve an online version. Before signing or approving any claim, you must check that:

- the date and time entered for the tuition are correct and
- the amount of time claimed for the tutorial session is correct.

Remember, the maximum number of hours of tuition for each student is:

- **2 hours per week per subject** during the teaching period; and
- A total of 5 hours of revision tuition during the examination preparation period. This is 5 hours in total across all subjects – it is **NOT** 5 hours for each subject.

5. **Tuition Assessment Report and Feedback.**

You are required to complete an ITAS Tuition Assessment Report at the end of each semester you receive tuition. You may also be asked to provide feedback about your tutoring service by Jumbunna staff. You should promptly advise Jumbunna staff of any issues with your tutoring service.

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**Frequent Asked Questions**

**How should I prepare for my first ITAS session?**

You should bring the following to the first tutorial session:

- Subject outline and subject material (e.g. lecture notes, tutorial questions, textbook, reading list)
- Your timetable
- A prepared list of questions to ask your tutor
During the first tutorial session, you need to establish the best way to work together effectively with the ITAS tutor. You should discuss with your tutor the following:

- **When and where the tutorials will take place:** tuition should take place at a regular time each week (if possible) and at a mutually convenient place on or off campus.

- **Method of communication:** you should exchange contact details with the tutor, and you should advise the tutor about your preferred method of communication, such as via mobile phone, UTS email, or personal email. This is important in the event that a tutorial session needs to be rescheduled.

- **Student expectation:** You should have realistic and clear expectations from the start which will help the tutor to develop a suitable work plan for you.

- **Preparation prior to each tutorial:** You should actively prepare for each tutorial session. For example, sending readings to your tutor in advance (at least 24 hours before a scheduled tutorial session) and preparing a list of questions that you want to discuss with your tutor.

- **Planning the semester:** You need to work with the tutor to develop a study plan with specific deadlines for each assessment/exam.

**How to book a study room at UTS?**
You can book individual and group study rooms for building 6, 8 and 11 via [UTS Library website](#).

**What if I cannot contact my tutor?**
If you fail to contact your tutor via email or the tutor’s mobile, please inform the [ITAS administrator](#) immediately.

**How many hours per week can I meet my tutor?**
The maximum is 2 hours per week per subject. For example, if you have 2 subjects, you have up to 4 hours per week.

**Can I request additional ITAS tuition?**
You can apply for a total of 5 additional hours per semester during exam preparation periods by completing the enclosed form and sending to the ITAS administrator.

[Additional ITAS Assistance form.pdf](#)

However, if you feel you need additional hours of ITAS tuition during normal teaching period, please contact the [ITAS administrator](#). You will not be entitled to additional tuition beyond the allocated hours of ITAS tuition, unless approved by UTS Jumbunna in writing.
NON-ATTENDANCE AND RESCHEDULING AN ITAS SESSION

What if I want to postpone or cancel a scheduled ITAS session?
It is important to contact your tutor ahead of time if you know you are not able to attend a pre-arranged tutorial session. Please give your tutor at least 24 hours’ notice by email and copy it (cc) to the ITAS administrator. Please do your best to reschedule your session at a mutually convenient time later that week.

What if I fail to give the tutor 24 hours’ notice?
Failure to comply with this requirement will result in the tutor being entitled to a 1 hour “NO SHOW” payment and the hour will be deducted from your allocation of hours.

What would happen if a third [3rd] “NO SHOW” occurs?
If you miss 3 tutorial sessions during the semester without giving reasonable notice to your tutor, ITAS tuition may be cancelled.

What if my tutor did not turn up to a scheduled tutorial?
Your tutor is required to give you at least 24 hours’ notice of postponement or cancellation of a tuition session. If your tutor fails to give you reasonable notice, please inform ITAS administrator immediately.

How do I check and approve my tutor’s salary claim?
You will need to login into the ITAS Student online portal to check and approve your tutor’s salary claim. Occasionally, your tutor may ask you to approve a salary claim manually instead of online.

What if I want to reject my tutor’s salary claim?
You can reject the claim via the ITAS Student site, but please remember to type the reason for your rejection. You will also need to notify the ITAS administrator of the matter.

What if I do not get on with the tutor?
Should a student feel that the arrangement is not working, please inform the ITAS administrator immediately. We will then work together to resolve the situation.

What can your ITAS tutor NOT do for you?
Under no circumstances should you ask or expect tutors to do any part of your work – this includes:

- Undertake library research, take and supply notes, write or word-process assignments on your behalf
- Write or type up draft essays or assignments
- Edit and/or proof read your work for you. Please note that editing and proof reading of your own work is your responsibility and that if you need assistance in developing the ability to edit and proof read the ITAS tutor can provide you with assistance only!
- Any other activity that could be thought of as part of the obligations of an autonomous student.
Can I claim for Transport and Accommodation Costs?

You may be entitled to receive some reimbursement for the transport and accommodation costs relating to ITAS tuition.

**Transport costs:**

- You live in a non-metropolitan area and must travel more than 20 km each way by private car to attend tutorial sessions.
- The maximum reimbursement is set at the Australian Public Service rate only for that part of the journey in excess of 40 km.
- This provision is not available to students who live in metropolitan areas. It is also not available to cover student’s travel to or from residential schools or field trips.

**Accommodation costs:**

- Students who live in non-metropolitan areas who need to stay away from their normal place of residence overnight in order to attend a tutorial session may be eligible to have the actual cost of the accommodation, including an evening meal and breakfast, reimbursed.
- The maximum rate payable is the equivalent of the lowest applicable rate of travel and meal allowance provided to officers of the APS.
- This provision is not available to students who live in metropolitan areas. It is also not available to cover student’s travel to or from residential schools or field trips - these allowances are covered by ABSTUDY.

For more information, please contact ITAS administrator.

What other services are offered to support my studies at UTS?

- **Jumbunna Learning Assistance Program**
  At Jumbunna, ITAS is only one element of the support program we offer to our students. The Jumbunna’s Learning Development Program also provides Academic Communication and Mathematics tutorials and Discipline specific content support with our Peer Tutors.

- **U:PASS** (UTS Peer Assisted Study Success), a program run by the Student Services Unit, is designed to assist students who are studying subjects which are perceived as difficult or historically have a high failure rate. Information is available at [http://www.ssu.uts.edu.au/peerlearning/](http://www.ssu.uts.edu.au/peerlearning/)

- **HELPS** - Higher Education Language and Presentation Support located on level 6, building 1 which can provide assistance with assignment preparation and writing skills development.

- **UTS Special Needs** for students with disabilities and ongoing illnesses and learning difficulties.

- **Library Teaching Services** which are outlined on the library website and include Referencing assistance, Study Skills and Workshops.
Contacting Jumbunna IHL

UTS Jumbunna IHL is located on Level 6, Building 1 [Tower Building], No 1 Broadway.

Postal address: UTS Jumbunna IHL PO Box 123 BROADWAY NSW 2007
Phone: Toll Free 1800 064 312
Fax: [02] 9514 1894
Unless otherwise stated, UTS Jumbunna IHL is open Monday to Friday, between the hours of 9.00 am and 5.00 pm.

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