

The Wollotuka Institute Indigenous Tutorial Program Guidelines

THE WOLLOTUKA INSTITUTE

In the language of the Awabakal people "Wollotuka" means "eating and meeting place"

The Wollotuka Institute is guided by the teachings of our Nguraki (Elders/cultural mentors) whose wisdoms are respected and honoured. Our Nguraki and Aboriginal and/or Torres Strait Islander Community played a pivotal role in shaping and developing a locally defined set of Cultural Standards which reflect and embrace the cultural essence to which our goals are directed and to guide how we operate.

We acknowledge the traditional Aboriginal owners of the lands on which our offices are located:

- The Pambalong Clan of the Awabakal Nation – Newcastle City and Callaghan Campus'
- Darkinung People – Central Coast Ourimbah Campus
- Biripai People – Port Macquarie Campus

As a collective we acknowledge and pay respect to the other Aboriginal and Torres Strait Islander nations from which our students, staff and community are drawn from.

A LEADER IN INDIGENOUS EDUCATION

Wollotuka is committed to the advancement and leadership of Indigenous education at a local, national and global level. It also continues to draw strength from culture, communities and past journeys. Since 1983, Wollotuka has played an important role in representing and supporting Aboriginal and/or Torres Strait Islander students wanting to study at the University of Newcastle.

INDIGENOUS TUTORIAL PROGRAM

The Commonwealth Government provides funding to Universities to improve the educational outcomes for Aboriginal and/or Torres Strait Islander students. The funding is provided to assist Aboriginal and/or Torres Strait Islander students in obtaining equal opportunities and compete at the level of their peers in their chosen program of study, particularly for students who:

- a) Are failing a *course of study*, or an element of the course
- b) Not completing a *course of study* to a required level
- c) And academic support for high-achieving students who are seeking higher grades, or aiming for post-graduate and research opportunities

The Indigenous Tutorial Program (ITP) is only a supplement to lectures and tutorials and must not be utilised as a replacement for lectures and tutorials. The tutoring program provides assistance to support and further develop a student's, study skills, research skills, time management and organisational skills.

PLEASE NOTE: The student is responsible for their own learning, library research, readings, notes, and writing of assignments. Tutoring is provided to assist students in becoming **self-directed independent learners** and **critical thinkers**.

TUTORING SUPPORT

Wollotuka acknowledges the commitment of the ITP tutors to the program and the students they support whilst maintaining their obligations to their own studies and/or employment.

The goal of the program is to enable Aboriginal and/or Torres Strait Islander students to identify areas for academic improvement and help students navigate their way through their university journey. The Student Advancement Team undertake best endeavours to recruit and align high quality academic tutors. Wollotuka expects that tutors adhere to the university's rules on plagiarism and academic integrity.

The safety and welfare of both the tutor and student is paramount to Wollotuka, and we expect both parties will ensure tutoring sessions are arranged at appropriate, safe and mutually agreed upon locations.

HOW ITP WORKS FOR TUTORS

Wollotuka, particularly the Student Advancement team undertakes an astute process in recruiting the most suitable tutors to work alongside our Aboriginal and/or Torres Strait Islander students to deliver quality higher education support.

ITP tutors *must* have appropriate levels of tertiary grades and experience or suitable industry experience to deliver tutoring specific to the needs of the students. Tutors must adhere to the Roles and Responsibilities and the University of Newcastle's Code of Conduct. The Tutor Roles and Responsibilities will be on our webpage and will be forwarded to tutors once aligned with a student has been confirmed.

TUTOR APPLICATION PROCESS

To apply as a tutor under ITP, you are required to complete the online application form, Indigenous Tutorial Program (Tutor Application) and provide all required documentation, (*link below*).

<https://www.newcastle.edu.au/about-uon/our-university/indigenous-collaboration/the-wollotuka-institute/tutor-success-program-application>

Expression of interests may be submitted at any time through the year. The main campaign commences in October for all potential tutors. This campaign is supported by the University of Newcastle's Careers and Student Development team through their JobsOnCampus Program.

Suitable tutors will be placed in the recruitment pool for 12 months, positions will be on a sessional/casual basis, and you will be considered for roles as they become available. Please understand that acceptance into our recruitment pool **does not** automatically guarantee student alignments, tutors will be considered for roles when they become available.

STUDENT APPLICATION PROCESS

All students requesting tutoring support must complete an Indigenous Tutorial Program (Student Application) form online at the **beginning of each semester**, *please see link below*:

<https://www.newcastle.edu.au/about-uon/our-university/indigenous-collaboration/the-wollotuka-institute/student-academic-success-program-application>

A complete and detailed application form will assist in your assessment and alignment for tutoring. Students can nominate a specific tutor and the Student Advancement Administration team will attempt to align the nominated tutor where possible. Students who access the program must establish their Aboriginal and/or Torres Strait Islander status within the university. *Please see link below*

https://www.newcastle.edu.au/_data/assets/pdf_file/0010/296245/Aboriginal-and_or-Torres-Strait-Islander-Establishing-Status-within-the-University-Policy-D09_1940P-3.pdf

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https://www.newcastle.edu.au/_data/assets/pdf_file/0007/429595/Documentation-list-for-ATSI-Identification_Feb-2018.pdf

Lodging an application for tutorial support **does not** automatically guarantee provision of services. The application must be assessed and approved ensuring the student has provided all relevant documentation and a suitable tutor is aligned before tutorial support can begin.

Students and tutors will be matched based on, their field of study, campus location and previous successful tutoring alignments.

STUDENT ROLES AND RESPONSIBILITIES

For our students to successfully benefit from the tutoring program, we trust students will respect and adhere to the Student's Roles and Responsibilities and the University of Newcastle's, [Code of Conduct](#) and [Student Conduct Rules](#).

In the interest of continuous improvement and ensuring the program is meeting the needs of the participants we ask that all students complete the Student Feedback Form each semester. This will be sent to all students via email.

CONSIDERATION FOR MAXIMISING THE BENEFITS OF ITP TUTORING

In maximising the benefits of the tutorial support program it is important the student and tutor work together effectively. Students may consider the following to help their tutoring sessions:

First Session Checklist

- Download the subject outline
 - Discuss learning support or any reasonable adjustment plans in place
 - Write your aims and objectives for tutoring
 - Mark due dates on the calendar
 - Log into Blackboard together and look at your subjects
 - Visit the libraries together
 - Look at your text books
 - Consider emailing notes or drafts to your tutor
 - Discuss expectations
- **When will tutorial sessions take place:** Regular contact between student and tutor achieves the best results and at the first meeting try to plan set times for regular tutoring.
 - **Where will tutoring sessions take place:** Wollotuka has several tutoring rooms and spaces available at Callaghan, NewSpace, Ourimbah and Port Macquarie Campus'. If you prefer to meet somewhere else on or off campus ensure that it is a safe and agreed location.
 - **How will the student and tutor communicate:** Discuss the best method of communication, either by email, phone, skype and face to face.
 - **Student's goals and outcomes:** It is important to have clear and realistic expectations so that both student and tutor are working towards the best outcomes.
 - **What structure should each session take:** The structure of each session is at the discretion of the tutor and student. Tutors can provide guidance to the student to overcome any problems or concerns.
 - **What if the student and tutor do not get along:** The tutor and student should try to work out the issue, if not students can approach a member of the Student Advancement Team to discuss the issue. Should the problem not be resolved, consideration to organise an alternate tutor will be discussed, however this will be subject to the availability of tutors.

ALLOCATION OF TUTORING HOURS

Students will be allocated two (2) hours per subject per week during their semester classes. If a student requires additional support they will need to apply in writing (via email) to Sherri.Russell@newcastle.edu.au or Tahleigha.Compton@newcastle.edu.au. This process also applies for additional tutoring support for exam/assessment preparation and during the semester break. Each application will be assessed and approved depending on funding and the student's needs. If approved for exam/assessment preparation students may be considered for an additional 3 hours.

ADMINISTRATION PROCESSES

Once an application has been lodged with all relevant documents, we will align suitable tutors with a student. We will send successful tutors the University of Newcastle's Employment Pack and a Tax Declaration form for an ITP tutor contract, existing tutors will receive a Letter of Offer via email once the contract has been processed. Incoming tutors will need to return the completed forms with a **certified copy** of your birth certificate and drivers licence or passport and if required 'evidence of your right to work in Australia' to Sherri.Russell@newcastle.edu.au or Tahleigha.Compton@newcastle.edu.au

When your contract has been processed you will receive a letter of offer with a staff number and job number, please ensure you have signed and returned all relevant documents to the University of Newcastle's Human Resources Department.

Tutors will be required to submit fortnightly timesheets online. Hours should **NOT** be saved for bulk claiming at a later date, please see link below for HR online cut off dates for 2019 timesheets:

https://www.newcastle.edu.au/_data/assets/pdf_file/0009/130788/HRonline-Cut-Off-Dates-2019.pdf

We will also provide tutors with instructions to lodge your timesheets.

Tutors will be required to complete a monthly report, this will help provide regular updates of students' progress, engagement and possibilities of academic concern. Tutors can submit their reports to: ISSP@newcastle.edu.au

Wollotuka reinforces UON's [Code of Conduct](#). As members of the university community, we are committed to the values of:

- Honesty
- Fairness
- Trust
- Accountability
- Respect

Wollotuka Locations

Callaghan: 4921 6863 Central Coast: 4349 4500 Port Macquarie: 6581 6294