

Institute of Koorie Education

Deakin University
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Victoria
Australia 3217

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Dear ATAS Tutor,

Enclosed is a Tutor Kit containing a number of forms to be completed and returned:

- The Recruitment Authority must have the relevant sections completed in order to be processed; (This must be done every six months)
- The Tax File Number Declaration Form must be completed for the University to calculate tax for new staff;
- The Tutor Retainer Agreement must be completed and returned with attached **original or certified copies of your qualifications**;
- Documentation of each student's Work Program, developed by the tutor, must be completed for endorsement by the Institute;
- The yellow pay claims are to be completed and signed by tutors **and** students. Include the name of each student you are claiming for on each timesheet you send to the Institute. **A maximum of two hours per subject per week is allocated to each student for tutoring.** Please let us know if you require more pay claims. **Only the original yellow pay claims will be processed;**
- At the end of each semester a student Progress Report and Tuition Assessment form, must be prepared by all tutors and students, and then submitted to the Institute for evaluation.

Pay claims are processed fortnightly and the **original pay claims** are required to be received by the cut off day (Friday). See enclosed calendar for the lodgment deadline and pay dates for the remainder of 2005. **Pay claims are to be forwarded to the A.T.A.S. Project Officer at the Institute. No faxed or photocopied pay claims will be accepted.**

WHAT YOU MUST DO WITH THIS KIT.

Please complete and return the ***Tutor Retainer Agreement (with attached certified copies of your qualifications), Recruitment Authority, and Tax File Number Declaration (for new staff)***, to become registered under the A.T.A.S at the Institute of Koorie Education. Read the A.T.A.S. guidelines to become familiar with both the provisions and obligations under the scheme.

If you have any further queries please feel free to contact the Institute on the numbers or address above, or e-mail adam.muir@deakin.edu.au or anna.tsiantas@deakin.edu.au

We look forward to further contact with you during your involvement providing supplementary tuition with the Institute of Koorie Education at Deakin University.

Yours faithfully,

Mr. Adam Muir
Project Officer – Aboriginal Tutorial Assistance Scheme.
INSTITUTE OF KOORIE EDUCATION.
DEAKIN UNIVERSITY.