

Indigenous Tutorial Network (ITN) Guidelines



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Structure

The Indigenous Tutorial Network program (ITN) is offered at the National Indigenous Knowledges Education Research and Innovation (NIKERI) Institute and sits within the Faculty of Arts and Education at Deakin University. While this is where it is located in Deakin's organisational structure, the ITN program provides tutorial support to all Aboriginal and Torres Strait Islander students across all disciplines of study offered at Deakin University. The program exists to support the students involved to become independent learners, empowering them achieve a high level of success in their studies.

The ITN program offers tutorial support by employing casual tutors to provide academic support to students who request it. We can provide support multiple ways. While it is preferred to be face to face for tutoring it is not always practical and so we utilise email, phone calls, skype and other creative forms to connect tutors with students.

The Student Learning Coordinator (SLC) at the NIKERI Institute manages the program and is the main contact for tutors. You can contact them at itn@deakin.edu.au or by calling 03 5227 3803. All required documentation should be available at the website www.deakin.edu.au/students/studying/nikeri/ias

Conflict of Interest

It is the responsibility of all staff to minimise any conflicts of interest (COI). For details on Deakin's policy for Conflicts of Interest you can head to this [link](#). With regards to ITN Tutoring there are 2 main conflicts that we check on:

- ① Is there a family relationship between the tutor and the student?
- ② Is there a line of management between the tutor and the student? (Is there a situation where the tutor or student could make decisions about the work life of the other participant? For example approve leave, award bonuses, or perform a performance review).

If there is a Conflict of Interest with regards to these or any other COI, then it is the tutor's responsibility, as a Deakin staff member, to declare that information through the [declaration form](#). This is the case even if circumstances change (for example, there was no line of management at the commencement of tutoring, however through the course of time there is now a line of management between the tutor and the student).

Timesheet Process

Submitting a timesheet for the ITN program is a 2 stage process. First is the Student Confirmation and second is the DeakinPeople timesheet. The Student Confirmation is a paper based form that we use to confirm the hours that you have tutored with the student and needs to be signed off by the student. The DeakinPeople timesheet is a digital timesheet in Deakin University's HR portal that manages your payment. Both the Student Confirmation and the DeakinPeople timesheet need to be completed by the Tuesday before the timesheet cut off (Refer to the attachment "ITN Pay Schedule 2020") in order to ensure approval from the SLC that pay cycle.

See below diagram.



Student Confirmation - File

The Student Confirmation is used by the SLC to approve your timesheets in DeakinPeople. It is an essential document that is also used for reporting purposes so it is important to be filled out correctly. The key information is: your name, your staff ID, the student’s name, the student’s ID, unit of tutoring, the date, How many hours (to the nearest 15 minutes), and the **student signature**. You can use the same form for up to 4 students.

Once the form is completed, it needs to be emailed to itn@deakin.edu.au. The biggest challenge can be getting the student signature. If you are meeting face to face with the student, it is recommended to get the student to sign when you meet. If you don’t have the form with you then it can be difficult to acquire the signature. It can be also difficult if you are tutoring remotely (over email or phone). To overcome this you can request the ‘signature’ over an email confirmation. The easiest way to do this is to email the completed form to itn@deakin.edu.au while including the student’s **DEAKIN** email and prompting them in the email to ‘reply all’ with the confirmation of hours. If you have done this by the Tuesday before the timesheet cut-off date and the student does not reply all, the SLC will follow up with the student to seek confirmation of hours.

If the student has reason not to confirm the form, then they need to contact the Student Learning Coordinator as soon as possible to resolve the issue.

DeakinPeople - Link

DeakinPeople is the HR portal for Deakin University. This is where you will enter your times to be approved by the SLC so you can be paid. When you select which Job Title to enter a timesheet make sure you choose the correct “Step” (shown in light blue below).

Job Title	Emp# Record	Department	Approver Position	Approver Name	Salary Grade	Step	Post Code	GL Information
Casual General	0	Resources Arts & Ed	Manager, Resources	Rjhnlje Arlnlgx	Casual Hew	1		Budget Ref:5107, Activity:75053, Source: 01, Split % - 100
Casual General	1	School of Psychology	School Executive Officer	Eejkh Qyflnc	Casual Hew	1		Budget Ref:0302, Activity:00000, Source: 01, Split % - 100
Casual General	2	Research Services Arts & Ed			Casual Hew	1		Budget Ref:0424, Activity:21406, Source: 31, Split % - 100
Casual General	4	DSA Exams, Assess & Results	Snr TeamLead - Assessment Sys	Spzu ljsovr	Casual Hew	1		Budget Ref:5107, Activity:75002, Source: 01, Split % - 100

Step 1 is for One on One tutorial sessions.

Step 2 is for Group tutorial sessions.

To see how to submit a timesheet in Deakin People there is an accompanying document called [Timesheet Tutorial](#) or you can watch the video at this [link](#).

Tutor modes

Remote Tutoring

Online tutoring refers to tutoring that happens over email, a phone call or skype session. This can be a common form of tutoring because of the remote location of NIKERI Institute students and Cloud Campus students. Some of the common uses for this tutoring is quick questions and the review of an assessment before it is submitted. If a student has requested that you review their assessment can you please focus on using comments to share feedback in the document (avoid using track changes). We generally expect it to take 1 hour to review an assessment and provide feedback.

One-to-One Tutoring

One-to-One tutoring refers to tutoring that happens in a continuing one-to-one tutoring relationship. This mostly occurs in the wider Deakin University Community and for NIKERI Institute students who have a tutor they have connected in their local community. These tutor relationships often tutor across multiple units in a discipline and continue through multiple trimesters.

NIKERI Institute Tutoring

NIKERI Institute tutoring is tutoring that happens on intensive in the NIKERI Institutes mode of delivery, Community Based Delivery (CBD) and is managed through the SLC.

Bookings

Bookings are managed depending on the form of tutoring you are doing. Remote or One-to-One Tutoring is generally organised between the tutor and the student. You cannot tutor in the private residence of the tutor or the student for privacy reasons. To that point we suggest using public venues to meet for tutoring such as a public library, café or local university if you cannot meet at a Deakin University campus. Tutoring at NIKERI Institute for intensives is managed through the Student Learning Coordinator.

NIKERI Institute Tutoring Bookings

The process for booking tutors for intensives at the NIKERI Institute is managed through the Student Learning Coordinator. The SLC will email tutor availability requests one to two weeks before an intensive. The request will be for general tutors or specific to a curriculum/course discipline. This information will then be entered into a booking software that will be used to manage requests for tutoring on intensives. The SLC will aim to block up multiple students in a visit to make the best use of your time, and they will be set to one hour bookings. If you have already arranged a booking with a student can you please inform the SLC to avoid double bookings.

If the booking is during business hours (between 8am-5pm) then you will meet the student at the Learning Lounge on the 1st floor (Room KC1.216, next to the vending machine). From there you can move to the computer lab or other space to work as needed. If the booking is after hours at Kitjarra then you will meet the student at the main office and then move to a space to work. While tutoring at Kitjarra you can work in the kitchen, a space in the main office or in the common rooms in the residence buildings. You **MUST NOT** tutor in a student's room.

If you are booked to work with a student and they do not show up or cancel prior to 4pm the day before your tutoring session, you will still be paid for that session, unless it can be filled by another student, in which case you will be paid normally.

Travel Claim Process

This section will outline the guidelines through which tutors can claim travel for travel expenses incurred for tutoring. The purpose of this section is to set guidelines to ensure that the budget for tutoring is spent on supporting students.

As an ITN tutor, you are able to request a travel claim for expenses incurred for meeting with students. This does not include flights, public transport or a return journey that is 50 kilometres or less from a Google Maps search. The reimbursement is calculated at \$0.65 per kilometre for the journey.

The Process

In order to claim travel for a session, tutors will need to fill out the online [Tutor Request Form](#) and have written **pre-approval** from the SLC before the tutoring session to guarantee reimbursement for your travel.

The criteria that the SLC will use to approve or deny travel claims are:

How frequently are you claiming?

If you are claiming travel claims frequently for a student as discerned by the Student Learning Coordinator, then it will be reviewed to see if your tutoring practice is effectively using other modes of tutoring (Skype, Phone, and Email) to support the student.

Is there a practical component?

If there is a clear practical component that requires a face to face session. This will be confirmed with the unit chair or academic teams.

Is the student experiencing extenuating circumstances?

If there are extenuating circumstances for the student that require the tutor to travel to support the student, and that situation can be confirmed, the travel will be approved. Extenuating circumstances may be the following situations: special consideration for an assessment, sorry business, medical situation, or significant environmental impact.

Are you providing tutoring on an intensive?

Travel will be approved if you have been booked to run a workshop or tutor at the Institute and your travel exceeds 50km return trip from your home to the Institute.

Is the tutoring for a major assessment?

If the tutoring session is for a major assessment or exam (worth 35% of the unit grade or higher) you may be able to make a travel claim. This may not be approved if you have been traveling regularly to support the student with that unit.

Is it your first tutor session?

You may be able to claim travel for an initial tutoring session with a student if it is outside the 50 kilometres range.

Does the travel claim exceed the tutor claim?

If the travel claim exceeds the tutor claim, the SLC will review and suggest you use remote mode of tutoring (Skype, Phone, or Email).

Resources

Below are some links to useful resources as a tutor:

- ① [Indigenous Academic Success](#)
- ② [Referencing](#)
- ③ [Academic Skills](#)
- ④ [Tutor Request](#)
- ⑤ [HR Help](#)

Student Learning
Coordinator
Contact Details

E: itn@deakin.edu.au
M: 03 5227 3803