



Aboriginal Tutorial and Mentoring Program

Student Guidelines

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ATMP Student Guidelines

ECU's Kurungkurl Katitjin provides dedicated support and resources to encourage Aboriginal and Torres Strait Islander students to access and excel in higher education. This support extends to offering tutorial assistance to meet student academic needs.

The Aboriginal Tutorial and Mentoring Program (ATMP) aims to improve the educational outcomes of Australian Aboriginal and Torres Strait Islander students in tertiary courses to the same levels as those of non-Aboriginal Australians.

The ATMP covers the cost of engaging Tutors to provide one-on-one academic and study skills assistance over a semester and seeks to develop self-directed learners. Students develop their own tuition program to build independent study, learning, and professional skills in consultation with a Tutor.

Tutors are defined as professionals giving academic guidance and advice only. For this program:

- *Tutoring* is to teach or guide, usually individually, in a specified subject.
- *Mentoring* is to provide study advice and direction based on experience.

Eligibility for the ATMP

Australian Aboriginal and Torres Strait Islander students who are currently enrolled internally or externally, full-time, or part-time in undergraduate and postgraduate coursework degrees, VET courses and the University Preparation Course (UniPrep) are all eligible to apply for the program.

ECU HDR students (Doctoral and Master by Research candidates) can access support the ECU's [Graduate Research Services](#).

Program Expectations of Students

- Comply with all ECU rules, by-laws, and statutes as an ECU student.
- Wait for ATMP Match email confirmation before commencing tuition sessions.
- Use ECU student email address for all ECU correspondence.
- Attend all arranged sessions for a minimum of 2 hours. See *Missed session* section if students are unable to attend.
- Come prepared to the sessions; Tutors are not paid for preparation, thus it's essential to ensure readiness for sessions to maximise their effectiveness
- Take responsibility for own learning. The Tutor is a guide and advisor; they cannot do a students work for them.
- Promptly sign each P form so Tutor payments are not delayed.
- Keep communication open and maintain regular contact with the Tutor.
- The student should notify the Tutor and the ATMP Coordinator if they withdraw from their studies or no longer require tutoring.

Hours of Tuition

The number of hours available depends on study load, as outlined in the table below.

Study Load	hours per Semester
3/4 Units (Full time)	45 hours
2 Units	30 hours
1 Unit	15 hours

Session Hours

When scheduling tutoring sessions, it is required that each session is conducted for a minimum of 2 hours in one setting. In instances where the intended purpose of the session, such as assessment feedback, falls short of the 2-hour minimum requirement, Kurongkurl Katitjin encourages all students to access the *Academic Skills Centre Learning Advisors* for **unit-specific support**, *Studiosity* for **grammar and structure** and *ECU Libraries* for **referencing**.

Additional Hours

Student requests for additional hours beyond the initial allocation is discretionary and will be considered on a case-by-case basis. This may only be applied for once the initial allocation has been exhausted and can be applied for using the *Request for Additional Hours* form.

Summer and Winter School Units

ATMP tutoring can be allocated for Summer or Winter School Units if:

1. The unit/s are part of the student's ongoing course, and
2. A student's current ATMP Tutor is available to continue working with the student, or
3. A Tutor is available.

Hours can be carried over from the previous semester or a maximum of 15 hours can be utilised, whichever is greater.

How to Apply

1. Students new to ATMP and those studying in an Accelerated or Trimester course submit a new application in each study period. The link is provided on [Student Intranet](#).
2. Continuing ATMP students apply by completing the Student Survey, and tuition is rolled over between Semesters, subject to Tutor availability.

After applying

1. ATMP Coordinator seek matches each student with a suitable Tutor
2. Student receive an email notification if the match with a Tutor has been successful.
3. Get in touch with the Tutor as soon as possible to arrange the first tutoring session, using the details found in the match email.
4. Develop a **Work Program (C Form)** with the Tutor at the first tutorial session.

Tuition is conditional on whether a suitable Tutor is available for the student's discipline area.

The Tutor Capability

The Tutor will:

- be either formally educated or have acquired relevant experiences in the area of study in which the student is enrolled.
- have achieved a WAM of 70+
- understand and be culturally sensitive to the needs of Australian Aboriginal and Torres Strait Islander students
- Where relevant, be two years or more ahead of their student. For example, third year students will be matched with enabling or first year students; and
- not have a conflict of interest by being engaged with the ATMP program.

Conflicts include, but not limited to -

- A close relative or personal relationship with the student
- Directly involved in the unit where they mark assessments.
- Currently receiving ATMP support
- Already employed full-time at the university

Contacting the Tutor

Tutor details are provided in the match email, we suggest contacting the Tutor as soon as possible to arrange the first tutoring session. If a student has not heard back from the Tutor within 72 hours, please contact the ATMP Coordinator and they will follow-up with the Tutor.

Where to meet

Tutoring sessions can be facilitated online and/or face-to-face.

ATMP recommend online sessions be facilitated via Microsoft Teams as this is the university's preferred videoconferencing technology. Microsoft Teams is free to access and can be downloaded onto a computer, tablet or smartphone.

If meeting face-to-face tutoring, sessions must be held in a mutually convenient location, either on or off campus. ATMP recommend meeting on-campus at the Library or in one of the Nala Karla spaces.

- Bunbury (South West), SW 7.101
- Joondalup, JO 34.245 (Ngoolark)
- Mount Lawley, ML 15.123 (Kurongkurl Katitjin)

Sessions cannot be held in private residences.

The first session

The first tutoring session is important for setting up how the tutoring arrangement is going to work and to make sure the arrangement is compatible. Before the first session, students should familiarise themselves with their units in canvas as a reference.

The first session is essential to establish a working relationship and develop the semester work plan (c-form).

Establish a working relationship upfront

Tutors are working professionals or students themselves with families and/or other responsibilities.

Therefore, Tutors are not available 24/7 and we ask students to be mindful of requests of their Tutor outside of the pre-arranged agreement.

For example, having realistic expectation on response time.

Semester Work Plan (C-form)

Independent learning is an important part of a student's journey, as such students with their Tutors, are required to develop a Semester Work Plan (C-form). The C-form helps with establishing a working relationship upfront and provides opportunity for both student and Tutor to think about how the tutoring arrangement is going to work for that study period.

Students will need to consider

- What they hope to achieve by having a Tutor.
- Where / When is tutoring going to be suitable (must be **minimum 2 hours**).
- Any competing commitments that might interfere with sessions.
- Assessment due dates.
- Skills that they might require assistance with.

Students are required to develop the **C Form** with their Tutor, factoring in the 2-hour minimum session requirement, at the first tutorial session. Any amendments to your tutoring arrangement must be reflected in the C-form.

Signing the P form

All ATMP Tutors are employed as ECU staff by Kurongkurl Katitjin, who cover the cost of engaging Tutors. To ensure Tutors are being paid appropriately, students are required to sign a P form at the end of every session and Tutors must submit this P form to ATMP every fortnight.

Students must:

- Sign Tutor pay forms directly after tuition is received (electronically or via email confirmation).
- Ensure that the times and dates on the Tutor pay forms accurately reflect hours and dates of tuition received and keep your own record of hours spent.
- Ensure they have met for a minimum of 2 hours in each session.

Students should never sign a blank P form.

Student must not exceed the total number of hours allocated to them without written approval.

ATMP reserve the right to cancel the tutoring arrangement if P forms are not submitted by the Tutor each fortnight.

Cancelled or missed sessions

- Students must give Tutors at least 8 hours-notice in writing (via email), if they wish to cancel a session. Exceptions will be made where there are unforeseeable circumstances. *
- If a student fails to give at least 8 hours-notice prior to an agreed session, without reasonable explanation, they will be deemed as a 'No Show.' Tutors can claim a 2-hour no show payment (maximum 2 x 2 hours per semester).
- Students are required to sign for the missed session at the following session, and the 2-hours will be deducted from their allocation of hours.
- After two no shows, student eligibility for ATMP will be reviewed and may be cancelled.

Where a student has had to cancel a session within the 8-hour notice period, they should email atmp@ecu.edu.au, cc'ing in their Tutor to outline their circumstances for cancelling the session without reasonable notice, otherwise they will be deemed a 'No show' and hours will be deducted from their total allocation.

Student Survey

Feedback of current ATMP processes from the perspective of a student is important to us. A short survey is to be completed at the end of each semester; this is a requirement of Continuing students to be re-matched for the following semester.

There is no guarantee that a student will be re-matched with the Tutor they were previously paired with.

Program Contact Details

For further information, please contact the ATMP Coordinator via:

Email: atmp@ecu.edu.au

Phone (08) 6304 6694

Appendix

Semester Work Plan (C-Form)

C form



ABORIGINAL TUTORIAL & MENTORING PROGRAM Semester Work Plan

Student ID	123456	Staff ID	654321
Student Name	Test Student	Tutor Name	Test Tutor
Total Allocated Hours		45	

Study Period **Semester 1**

Unit 1 UPU0001	Unit 2 UPU0002	Unit 3 UPU0003	Unit 4 UPU0004
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ATMP Learning Objectives:

Together with your tutor:

Outline what you hope to achieve with tutoring support this semester.

Improve my time management.
Completion and passing units with satisfactory marks.
Learn to study effectively.

Outline suitable times and places for tuition factoring the 2-hour minimum session requirement.

Nala Karla - Mount Lawley.
1pm - 3pm every Tuesday and Thursday.

Do you have any (potential or actual) competing commitments that might interfere with tutoring sessions over the semester? If yes, please outline below.

I have carer responsibilities that might make it difficult to attend my sessions.
I will notify my tutor and atmp immediately via email if I need to cancel my session.

Assessment Due Dates:

Unit Code	Assessment Title	Due Date	Value
UPU0001	Academic Writing Essay	DD-MM	10%
UPU0001	Online Test	DD-MM	15%
UPU0002	Case Study	DD-MM	20%
UPU0002	Short Answer	DD-MM	30%
UPU0003	Group Presentation	DD-MM	40%
UPU0003	Exam	DD-MM	50%
UPU0004	Case Study	DD-MM	25%
UPU0004	Exam	DD-MM	35%

Please tick below the skills that you need help with this semester.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Time Management | <input type="checkbox"/> Referencing |
| <input checked="" type="checkbox"/> Discussion of course content | <input type="checkbox"/> Computer / Software skills |
| <input type="checkbox"/> Assignment / Essay Planning | <input type="checkbox"/> Research Skills |
| <input type="checkbox"/> Interpreting Assignment Topic | <input checked="" type="checkbox"/> Academic writing skills |
| <input type="checkbox"/> Understanding terminology | <input type="checkbox"/> Exam Preparation |
| <input checked="" type="checkbox"/> Effective study skills | <input type="checkbox"/> Other <input type="text"/> |
| <input checked="" type="checkbox"/> Proof-reading / assignment feedback | |

Student Signature Date

Tutor Signature Date

Tutor Claim Form (P-Form)

P form



ABORIGINAL TUTORIAL & MENTORING PROGRAM TUTOR CLAIM FORM

Staff ID	654321
Tutor Name	Test Tutor
Student Name	Test Student

Timesheet:

Total time left at start of this claim:	45
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Date	Start Time Hrs : Mins	Finish Time	Time Spent <small>min. of 2 hours, to 1/4 of hour.</small>	Student Signature
DD-MM	13 : 00	15 : 00	2	
DD-MM	13 : 00	15 : 00	2	
DD-MM	13 : 00	15 : 00	2	
DD-MM	13 : 00	15 : 00	2	
	:	:		
	:	:		
	:	:		
	:	:		
	:	:		
	:	:		
Total Time Claimed			8	
Hours Remaining			37	

Declaration:

I declare that as of the date on this Tutor Claim Form P, the information given on this form is complete and correct and that I have provided the hours and minutes of tutorial assistance detailed above.

I understand that I will not receive remuneration for any tuition I provide that is above the total tuition time allocated for this student, unless otherwise agreed in writing by the ATMP Coordinator.

I understand that this claim form will not be actioned until and unless the student has signed or acknowledged in writing each period of tuition.

Tutor Signature Date

Confirmation of Tuition

Aboriginal Tutorial and Mentoring Program

From: Aboriginal Tutorial and Mentoring Program
Sent: Tuesday, 5 July 2022 9:21 AM
To: Aboriginal Tutorial and Mentoring Program
Subject: EXAMPLE - Confirmation of Tuition

HI TUTOR,

I confirm the following tutoring took place with TUTOR NAME –
- DAY, DATE, TIME

Many thanks,

STUDENT NAME