

InspireU

InspireU Tutoring Program



We acknowledge the Traditional Owners and their custodianship of the lands on which UQ operates. We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country. We recognise their valuable contributions to Australian and global society.

What is InspireU Tutoring?

InspireU Tutoring is an academic initiative, funded by the Rio Tinto, which aims to improve educational outcomes for Aboriginal and/or Torres Strait Islander students.

Under this scheme, Indigenous students who have attended an InspireU Camp can apply to receive academic tutoring, in subject-specific areas from a qualified tutor.

Eligible Aboriginal and/or Torres Strait Islander students are able to access InspireU Tutoring up to a maximum of 1.5 hours per week per subject.

Students will have access to tutoring during weeks 2 - 8 of the semester with some extra tuition and exam revision sessions towards the end of each term.

The InspireU Tutoring Program at UQ is managed by the InspireU Tutoring Coordinator in the Outreach & Engagement Team, at the Aboriginal and Torres Strait Islander Studies (Unit).

Applying to be an InspireU Student

To apply for InspireU tutoring you will need to create a student profile through the online platform (Chronus). The InspireU Tutoring Coordinator will contact you to assess your learning needs and help you make the most of the program.

To apply for ITAR tuition you need to: Create and submit an online profile by visiting https://mentoring.app.uq.edu.au/p/p43/membership_requests/new.

When creating your profile you will need to tell us things like what course you would like to be tutored in, when and where you are available, what you are hoping to get out of tutoring, as well as personal details such as email, and phone number to help us connect with you. If you have your Confirmation of Aboriginality and/or Torres Strait Islander Status, you may upload, if you are still working on obtaining this please let us know.

Should you have a personal preference as to which tutor should be allocated to you (e.g., male/female), please let us know. We can't make any guarantees, but we will take your request into consideration.

The InspireU Tutoring Coordinator will contact you to assess your learning needs and help you make the most of the program. This will be an informal chat, normally 10 to 15 minutes.

Who can be an InspireU tutor?

At UQ, a tutor must fulfil the following criteria in order to be eligible:

- have a current Blue Card for working with children; and
- have an understanding of, and sensitivity to, the educational needs of Aboriginal and/or Torres Strait Islander students.

Applying to be an InspireU Tutor

If you feel you have the necessary qualifications and/or experience to be an InspireU tutor, please complete a Tutor profile through the ITAR Online Platform (Chronus). https://mentoring.app.uq.edu.au/p/p43/membership_requests/new. During this process you will be asked to answer questions about yourself and your tutoring abilities and to provide:

- a copy of your CV. Please ensure you include address & telephone no.
- Certified copies of your qualifications and academic record.
- Current Blue Card/Teachers Registration.

Contact details for the InspireU Tutoring Coordinator can be found on the final page of this handbook.

The application to become a tutor is a competitive process. Applicants may be invited for an interview. Submitting an application, participating in an interview and participating in the tutor training workshop is not a guarantee of employment.

Successful applicants will be notified by email.

Employment as an InspireU Tutor

InspireU Tutoring is based on the students' tutorial needs, which will be assessed each semester and may change from semester to semester.

For this reason, InspireU tutors are engaged for a period no longer than one semester at a time (**1.5 hours x 7 weeks**). We cannot guarantee any InspireU tutor employment beyond that semester. InspireU tutors may be reappointed in subsequent semesters depending on the student needs for that semester.

The terms and conditions of employment as an InspireU tutor, including the relevant rate of pay, are set out in the Offer of Employment. Employment as an InspireU tutor is governed by those terms and conditions and UQ policies and procedures. If there is any inconsistency between this handbook and the offer of appointment, the offer of appointment applies.

There are different InspireU tutor rates of pay depending on the academic qualification of the tutor.

Tutors will be notified via email as to which students you will be tutoring once allocation of all students has been finalised.

As casual UQ staff, InspireU Tutors must complete UQ's mandatory training modules for all staff. These modules will be available for you to complete in Workday, the same platform you used to complete your employment onboarding. The modules ITAR tutors must complete are listed below.
Mandatory HR Training

- Code of Conduct (Refresher training will be required every 2 years)
- Health Safety and Wellness Induction
- Fire Safety
- Appropriate Workplace Behaviour
- Core Cultural Competency training (Modules 1 and 2)

Allocation of InspireU tutors to students -

Students and Tutors will receive a notification via email when they are allocated a tutor. Students and Tutors can then follow the link to access the online tutoring area where they can view the others profile and connect with them. Tasks in the online tutoring area will help you to prepare for your first tutoring session.

Under no circumstances, should tutors and students make arrangements for tutorials to take place, or commence with tutorial sessions, which have not been approved in writing by the InspireU Tutoring Coordinator.

Preparation time for Tuition

The allocated hours of InspireU tuition do not include preparation time therefore tutors are not paid for preparation time. The tutor is expected to be familiar with the subject outline and assessment item(s). A tutor should familiarise themselves with subject/s prior to the first tutorial session and be knowledgeable of the subject content.

Arranging the “where” and “when” for InspireU tutorials

Once you have received notification to commence, tutors should contact the student(s) to arrange a mutually convenient time to meet virtually for the first InspireU tutorial session. **Tuition must be held outside school hours 3:30pm - 8pm.**

Please note the following requirements when arranging InspireU tutorials:

- InspireU tuition must not exceed the maximum number of hours allocated for InspireU tuition for that student.
- Tutors are expected to complete surveys throughout the semester to provide feedback on the tutoring relationship and the academic progress of your students.
- InspireU tuition will continue during the semester with scope of some extra tuition and exam revision sessions towards the end of the term.
- ALL sessions must be conducted virtually (via the online platform) at a mutually agreed time by both tutor and student.
- InspireU tuition must be held outside of school hours **3:30pm - 8pm.**
- Tutors are expected to notify the InspireU Coordinator of any problems or issues they come across.

The first tutorial

The InspireU tutor should ask the student to ensure they have the following documents/items to the first tutorial session:

- Timetable (of all classes)
- Diary and study plan (or a list of when all assessments are due)

Tutors and their student need to establish how they can work together effectively at the first tutorial session. The tutor needs to establish the following with the student:

- **When and where the tutorials will take place:** tuition should take place at a regular time, each week and at a mutually convenient time.
- **Methods of communication:** the tutor and students should exchange contact details. This is important if a tutorial session needs to be rescheduled.
- **Student expectations:** A student should have realistic and clear expectations from the start, which will ensure that both the student and the tutor are working to achieve the best outcome.
- **Preparation prior to each tutorial:** A tutor should advise the student which preparations are required for each tutorial session. For example, which readings or preparatory work must be done before the tutorial session commences.
- **Planning the semester:** The tutor can help the student organize their time, taking into account their workload.

Non- attendance and rescheduling an InspireU session

The Tutor **must** inform the InspireU Program Coordinator as soon as possible if the student does not give **reasonable notice** (at least 24 hours' prior notice) of non-attendance of a tutorial session. Tutors may claim for a maximum of one hour for a non-attendance by a student, where reasonable notice **has not** been given and the student has not attempted to reschedule the session.

However, if the student does inform the tutor, with more than 24 hours' notice, of their inability to meet at the scheduled time, and wishes to re-arrange to meet later the same week, then in such cases a claim for non-attendance cannot be made by the InspireU tutor. **Please always try to reschedule tutorial sessions in all cases.**

If the student/tutor misses 3 tutorial sessions during the semester, the InspireU tuition may be cancelled by the InspireU Coordinator. If the tuition is cancelled and the student/tutor wishes to continue tuition with the tutor, he/she will need to reapply for InspireU tuition.

If you are unable to attend a scheduled tutorial session, please make a reasonable effort to contact your student/s and reschedule the session. As with students, we ask InspireU tutors to also give 24 hours' prior notice if a session is to be cancelled.

The Unit will not accept more than three claims by an InspireU tutor for payment for non- attendance by the same student in a semester.

The number of InspireU hours allocated to a student for each week, **cannot** be carried forward or saved for future sessions.

What if I do not get on with the student?

The InspireU Coordinator makes considerable effort to ensure that the tutor/student InspireU arrangements work well for both parties. Should a tutor feel that the arrangement is not working, please inform the InspireU Program Coordinator straight away. They will then work to resolve the situation.

Academic Integrity

At no stage are tutors to do the work for the students.

InspireU tutors should be aware of UQ's position and policies in relation to academic integrity and plagiarism, which can be found at <https://my.uq.edu.au/information-and-services/manage-my-program/student-integrity-and-conduct/academic-integrity-and-student-conduct>.

Requests for additional InspireU tuition

All requests for additional hours of InspireU tuition must be directed to the InspireU Coordinator. The InspireU tutor will not be entitled to payment for any additional tutorial sessions beyond the allocated hours of InspireU tuition, unless approved prior in writing.

The number of InspireU hours allocated to a student for each week cannot be carried forward or saved for future sessions.

Student Progress

InspireU tutors should regularly keep the InspireU Coordinator informed about the progress and outcomes of the tuition. InspireU tutors should raise any concerns immediately with the InspireU Program Coordinator.

Recording Hours

Each tutor must create an audit trail within our tutoring platform to record all tutoring they do for InspireU. Audit trails allow tutors to record the date and hours of each tutoring session so that they can be electronically verified by their students. This is necessary for reporting the use of our InspireU funding as well as verifying tutor timesheets.

An audit trail must be created for each course for each student the tutor has. For example, if tutor Lenny has student Kai for Math, and student Lia for Chemistry, Lenny would need to create two audit trails to allow tutoring for each course with each student to be tracked separately:

- Math, Lenny and Kai
- Chemistry, Lenny and Lia

As soon as a tutor is allocated a student, they will follow the online instructions to create an audit trail for each course. Once this is created, tutors simply use the check-in function after each session to log the hours and date and ask their student to verify the hours electronically.

Evaluation

Towards the end of the semester, the student must complete a tuition survey to provide feedback about the effectiveness of the InspireU tuition.

InspireU tutors will also be asked to provide feedback about the effectiveness and outcomes of the tuition from their perspective, the InspireU Tutoring Program and processes or any other issues or concerns.

Reporting

The Unit is required to comply with the monitoring and reporting arrangements for InspireU Tutoring Program as set out in the Guidelines and funding agreement between the University and the Rio Tinto.

Information privacy and confidentiality

UQ receives the personal information provided by tutor applicants and appointed InspireU tutors as part of operating the InspireU Tutoring Program. This information will be used by the Unit for the purposes of administering the InspireU Tutoring Program; for complying with the monitoring and reporting requirements for InspireU as set out in the Guidelines and the funding agreement between the University and Rio Tinto; and for managing the InspireU tutor's employment in accordance with the University's employment policy, processes and systems.

UQ complies with the Information Privacy Act 2009 (Qld) and has implemented a Privacy Management Policy. InspireU tutors are expected to comply with that policy in relation to student's personal information. For further details, please go to: <http://www.uq.edu.au/rti/index.html?page=197976>

Contacting the Unit

InspireU Tutoring Program is managed by the InspireU Coordinator. The contact details for InspireU tutor applications, or for any InspireU Tutoring related queries, should be sent to inspireu@uq.edu.au.

Version	Date	Comments
1	Late September 2020	Initial draft for comments (Robyn Donnelly)
1.1	2 November 2020	Review, feedback and comment (Emma Olssen)
1.2	22 January 2021	Finalised and sent to Emma Olssen for sign off.
Final Version	8 February 2021	Finalised by Robyn Donnelly
2.1	23 June 2023	Reviewed and updated by Kim Lees