

LEARNING ADVISOR

Expression of interest



The Indigenous Tutorial Assistance Scheme (ITAS) is funded by the Department of Industry, Innovation, Science, Research and Tertiary Education and is administered at CQUniversity Australia through the Office of Indigenous Engagement. The scheme provides tutoring to Aboriginal and Torres Strait Islander students who require learning assistance in their formal program of study.

This form is to be completed by applicants wishing to express an interest to provide tutoring to Aboriginal and Torres Strait tertiary students. This expression of interest involves providing the Office of Indigenous Engagement with your personal details, a copy of your curriculum vitae and a certified copy of your qualifications. For consideration to be given to your appointment, ensure that all required information is provided, and that all attachments are included.

- Complete this form to be registered as a Learning Advisor.
- This form is not a guarantee of work.
- You must supply certified copies of your qualifications with this form.

PERSONAL DETAILS

Title Dr Mr Mrs Miss Ms

Family name

Given names

Date of birth (DD/MM/YY)

Gender

Male

Female

Do you identify as

Aboriginal

Torres Strait Islander

Home address

State

Postcode

Mailing address (if different)

State

Postcode

Telephone number

Mobile

Email address

QUALIFICATIONS

What are your formal academic qualifications? (tick the one/s that best describe/s any formal studies completed)

Undergraduate student Year

Undergraduate degree Postgraduate degree Diploma Other

Please give details

Exact name of qualification/s (please attach evidence)

Stage of program if not complete

Have you been previously employed in a teaching or learning role? Yes No

If yes, please provide details of prior experience

Have you been a registered learning advisor with ITAS before? Yes No

Do you have any other experience which would make you a suitable learning advisor (tutor) to Aboriginal and Torres Strait Islander students? Yes No

If yes, please provide details

LEARNING ASSISTANCE PREFERENCES

In what fields of study would you prefer to assist?

What are your preferred locations to provide learning sessions?

Are you willing to negotiate the location with the student? Yes No

Are willing to provide tutoring via: Telephone Yes No

Skype Yes No

DECLARATION

I have read, understood and signed this agreement. I declare that the information concerning me on this form is complete and correct in every particular, and that in consideration of providing learning advice for students, the prescribed fee will be paid for such services.

Signature

Date

[] [] / [] [] / [] []

(DD/MM/YY)

SELECTION CRITERIA

Prospective qualified Learning Advisors (degree holders)

1. A demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures and an understanding of the issues affecting Aboriginal and Torres Strait Islander people in contemporary Australian society;
2. A demonstrated ability to communicate sensitively and effectively, including the requirement for proper negotiation and consultation, with Aboriginal and Torres Strait Islander people on matters relevant to the delivery of education services to Aboriginal and Torres Strait Islander people;
3. Prospective learning advisors must be qualified, either through formal education (at least at degree level) or other relevant qualifications and/or experience, to be eligible for this role and must produce certified copies of their qualifications.
4. Demonstrated ability to create focussed learning sessions relevant to student needs.
5. Ability to contribute to the goals of CQUniversity.

Prospective unqualified Learning Advisors (non-degree holders, undergraduates etc)

1. A demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures and an understanding of the issues affecting Aboriginal and Torres Strait Islander people in contemporary Australian society;
2. A demonstrated ability to communicate sensitively and effectively, including the requirement for proper negotiation and consultation, with Aboriginal and Torres Strait Islander people on matters relevant to the delivery of education services to Indigenous people;
3. Ability to meet funded policy guidelines for employment including the requirement to be at least two academic years ahead of the student* and not be receiving ITAS learning advice in that subject area.
4. Demonstrated ability to create focussed learning sessions relevant to student needs.
5. Ability to contribute to the goals of CQUniversity.

Please complete and return application form to:

Office of Indigenous Engagement

CQUniversity Australia

Building 33, Bruce Highway

Rockhampton QLD 4702

Tel: 07 4930 9250

Fax: 07 4930 9692

Email: itas@cqu.edu.au

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

* Must be able to supply evidence of sound academic progress (distinction level or higher).