



NGARARA WILLIM TUTORING PROGRAM

TUTOR GUIDE 2024



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The Ngarara Willim Centre

'Ngarara' means gathering and 'Willim' means home in the Boon Wurrung and Woi Wurrung language, the traditional custodians of the land where RMIT stands.

Ngarara Willim Centre is a place at RMIT for Aboriginal and Torres Strait Islander Peoples to engage with their education and to be supported and encouraged throughout their studies. The Ngarara Willim Centre provides study spaces, access to computers, free tutoring, financial and wellbeing support and is a home away from home for students while on campus.

The team at Ngarara Willim support Aboriginal and Torres Strait Islander people from the application process, throughout their study and beyond their time studying at RMIT through the Deadly Alumni initiative.

The Ngarara Willim Tutoring Program

One of the most important supports that the Ngarara Willim Centre offers is our Tutoring Program. The [Ngarara Willim tutoring program](#) is a specialised tutorial program to support the educational outcomes of Aboriginal and Torres Strait Islander students. The Ngarara Willim Tutoring program is free for Aboriginal and Torres Strait Islander students.

All Ngarara Willim students at all levels and all courses are strongly encouraged to use the tutoring program, especially those in their first or final year of study. The program may appeal to both students who are doing well in their studies and would like to excel further and for those who feel they may be falling behind and need assistance to get back on track.

Tutoring sessions are tailored to students' needs and can be individual or in a group of students studying the same program.

Eligibility

To be a tutor at Ngarara Willim you will have relevant education and experience in the area in which you wish to tutor, be eligible to work in Australia and have a Working with Children with Children's Check (or be able to obtain one).

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

For more information on your eligibility please see the [position description](#)

For information on how to apply please see '[How to Apply](#)'.

Tutor Resources

Most information will be here, within the tutor guide. Any additional resources, important documents and information on training sessions will be on the [sharepoint](#) that you will have access to when/if you are onboarded.

Any questions outside of this can be emailed to: ngararawillim.tutoring@rmit.edu.au but please check the sharepoint, this document and the [FAQs](#) before contacting.

The Ngarara Willim Tutoring Portal

All tutoring is managed through the Ngarara Willim Tutoring Portal. On the portal, you can apply to be a tutor, view your student matches, see booked sessions with students, and rate passed sessions with students. See below for further information on how to use the Ngarara Willim tutoring portal or visit the portal [FAQs](#).

How to apply

To complete an application to become a Ngarara Willim Tutor you will need:

- Your Resume or CV
- A valid working with children check or your application number
- Your latest academic transcript
- Photo ID – passport (If you do not have an Australian passport, please attach your visa)
- Photo ID – driver's license (If you don't have one, a bill or bank statement with your address on it will suffice)
- Your RMIT ID (Employee number and password) – if you have one, if you do not please select register and create a profile.
- The number of hours per week you can contribute to tutoring (2 hours per week is approximately one subject/course)

If you don't have all of this information currently but want to get your application started you can fill out as much as you can, save your application and come back to submit it when you can.

You will have to reapply each semester. Your profile will save but you will need to redo your application. You will be emailed at the start of each new semester to let you know applications are open should you wish to continue tutoring.

Getting approved

Your application status:

- **Saved** – your application has been saved but not submitted. The Ngarara Willim Centre staff cannot view your application or search for a tutoring match for you at this stage.
- **Submitted** – your application has been submitted and is being considered for further review.
- **Under Review OR Approved** - the course/subject codes you've placed in your application have been entered but have not found a match with a student request. All things being considered throughout the semester, it will stay this way until a match is found or the semester ends (whichever comes first).
- **Offer Sent** – a letter of offer is awaiting your acceptance as one or more students that have been found and could be assigned to you. Accept or decline the offer link, located beneath your application.
- **Completed** – the official application process has been completed. You should now be able to see the students you've been assigned on the Matches tab. In the coming weeks, you should receive HR notification of your RMIT Staff ID (if you do not already have one).

After you receive your RMIT ID please make sure you add your E number to your account by clicking profile on the left side bar and then “Please merge RMIT account”.

Student contact

Once matched with a student, you can contact them, but no tutoring sessions can take place until AFTER the onboarding process is finished. RMIT is not able to pay for any work completed prior to onboarding.

When contacting students, keep communications through your staff email and the student's RMIT email account. Student emails are always the students s number and ends in @student.rmit.edu.au. If you have online sessions, students will book these through microsoft teams.

Students will book a session with you through the Ngarara Willim Tutoring Portal. Please make sure all sessions are booked through the portal. If the session isn't booked through the portal your pay will not be lodged and we will not be able to approve your pay!

Your first session

Once you have accepted your offer you can add your availability to your profile in the Ngarara Willim tutoring portal. Students will be able to see your availability and book

within those times. If you need additional information on how to input your availability, please see the portal [FAQs](#).

You are able to see your student matches after you have accepted your offer. The amount of students you are matched with depends on demand as well as how many hours you are able to tutor per week (if you can contribute more hours than originally thought please update your profile so that we can continue to match you with students).


Your first session can either occur online or face-to-face. Face-to-face is strongly encouraged but if the student opts to do the session online that is okay. When you meet your student face-to-face please ensure all meetings occur on an RMIT campus. There are rooms and space within the [Ngarara Willim Centres](#) for tutoring if you would like to meet there. The Ngarara Willim Centres are a safe space for our Aboriginal and/or Torres Strait Islander students to relax, study and/or socialise so if you are tutoring in this space please be respectful of other students and conscious of noise.


Your staff card will not allow you access to the Ngarara Willim Centre, however your student should be able to let you in. Alternatively, at the city campus you can use the phone at the door (near security) and one of our friendly staff members will let you in.

After your Session

After your session is complete, you can rate each session and confirm it has taken place. Please confirm and rate the session so we can track the sessions and make sure your timesheets are correct and that everything is going well! It is important we know if the student attends or not as we may need to follow up with a wellbeing check to ensure everything is okay.

Students are unable to see your comments and ratings, so if you wish to add any notes or feedback to the Ngarara Willim staff please feel free to do so in the rating comments section.

OPTIONS	YOUR ACTIONS	ICONS
If booked session occurred:	1) Complete the session by selecting the 'Confirmed' link in the Status list; and	 Confirm?

	2) Rate and comment on the completed session by selecting the 'Rate the session' link in the Rate list	★ Rate
If booked session was cancelled by STUDENT with LESS THAN 24 hours' notice:	<ol style="list-style-type: none"> 1) Complete the session by selecting the 'Confirmed' link in the Status list, AND 2) Rate the completed session by selecting the 'Rate the session' link in the Rate list – enter NO SHOW and reason in the comment section e.g. sickness etc. Select NO to 'Did the student attend?' 	 Confirm? ★ Rate
If booked session was cancelled by TUTOR with LESS THAN 24 hours' notice:	1) Rate the completed session by selecting the 'Rate the session' link in the Rate list. Comment 'Tutor cancelled less than 24 hours' notice'. Select NO for 'Did the student attend?'	★ Rate
If you or the student cancelled a booked session with MORE THAN 24 hours' notice:	1) Rate and comment on the completed session by selecting the 'Rate the session' link in the Rate list. Comment 'Tutor/student cancelled more than 24 hours' notice'. Select NO for 'Did the student attend?' Hours are not deducted from your allocated total.	★ Rate

As aforementioned, you need to ensure that all sessions are logged in the portal otherwise your timesheet will not be approved. If the student provides less than 24 hours notice when cancelling a session, you will still be paid for the tutoring session. Also, if a student cannot attend the full length of the session and does not give 24 hours notice, you will still be paid for the full session as previously agreed.

The student can 'book a session' no more than 24 hours in the past, so if a session isn't logged initially the student has 24 hours to log it, any longer and you will have to contact ngararawillim.tutoring@rmit.edu.au.

Conflict of interest

According to the [Conflict of Interest Policy](#), RMIT expects all staff members (including those who work for, or with, the broader RMIT Group) to act with honesty and integrity, and to not allow any personal or professional interests or duties to compromise their obligations, responsibilities and duties to RMIT.

Having a conflict of interest does not mean any wrongdoing has occurred or will occur. However, all conflicts of interest, regardless of their nature or type, will need to be identified, disclosed and managed.

Type of conflict:

- Commercial relationships;
- Connections with other educational institutions or other training organisations
- Family or personal relationships
- Financial investments
- Positions of influence that could lead to personal, professional, academic or financial gain, or
- Other

Nature of conflict:

- Actual
- Perceived
- potential

If you have an actual, perceived or potential conflict of interest, please go to the [RMIT Conflict of Interest portal](#) and complete RMIT's Conflict of Interest Declaration.

Support and contact

Additional support including financial, well-being and program support are also available to students. If they require this support please encourage them to reach out to their allocated student advisor. If you would like to speak to one of the advisors about a student you can email ngararawillim.tutoring@rmit.edu.au.

If at any point you experience any difficulties immediately seek support from the Coordinator of Indigenous Student Education at Ngarara Willim at ngararawillim.tutoring@rmit.edu.au. Disclosures of a confidential nature about issues that affect the well-being of the student, such as issues of self-harm, addiction or violence, must be brought to the attention of Ngarara Willim staff. Tutors should also

contact any staff members to discuss how they are feeling about the work, as tutors are a valuable part of the Ngarara Willim Centre.

For any additional questions, feedback or support please contact

Adelle Hutchings

9925 5721

Ngararawillim.tutoring@rmit.edu.au

Pay

The casual pay rate for tutors is \$57.19, as per the [RMIT professional](#) HEW 6 casual rate. Tutoring cannot commence until you are onboarded. We will not be able to process any pay for tutoring sessions that happen before your onboarding.

Your timesheet will automatically be sent from the tutoring portal to workday (our HR system). There will be no need to enter your timesheet separately through workday!

Workday

Workday is RMIT's Enterprise Resource Platform, supporting our People, Finance and Procurement services. Workday is where you will receive all your HR information including training requirements, pay information and working with children's check reimbursements. For any workday related queries there is extensive information listed [here](#).

Training

All of our Ngarara Willim Tutors are required to complete cultural training through workday. The training introduces you to RMIT and ensures cultural competency. It should not take you more than an hour.

There will also be training sessions held at the start of each semester that both existing tutors (that haven't previously received tutoring) and new tutors are invited to attend. In this session we will run over how to use the Ngarara Willim Tutoring Portal, Workday, and expectations for the tutoring sessions. This training session is paid.

Ngarara Willim Centre also encourages professional development and any additional courses and programs we think may be of interest will be shared on the sharepoint or emailed to you.

Casual Pay schedule

Please see our casual pay schedule below to confirm what days you will be paid. If you have found any issues with your pay please contact ngararawillim.tutoring@rmit.edu.au so we can help you.

Casual Timesheet Entry Cut Off date		For Dates Worked		Casual Timesheet Approval Cut off Date		Pay Day Thursday
Day	Date	From	To	Day	Date	
Wed	03/01/2024	23/12/2023	05/01/2024	Thur	04/01/2024	11/01/2024
Wed	17/01/2024	06/01/2024	19/01/2024	Thur	18/01/2024	25/01/2024
Wed	31/01/2024	20/01/2024	02/02/2024	Thur	01/02/2024	08/02/2024
Wed	14/02/2024	03/02/2024	16/02/2024	Thur	15/02/2024	22/02/2024
Wed	28/02/2024	17/02/2024	01/03/2024	Thur	29/02/2024	07/03/2024
Wed	13/03/2024	02/03/2024	15/03/2024	Thur	14/03/2024	21/03/2024
Mon**	25/03/2024	16/03/2024	29/03/2024	Tue**	26/03/2024	04/04/2024
Wed	10/04/2024	30/03/2024	12/04/2024	Thur	11/04/2024	18/04/2024
Wed	24/04/2024	13/04/2024	26/04/2024	Thur	25/04/2024	02/05/2024
Wed	08/05/2024	27/04/2024	10/05/2024	Thur	09/05/2024	16/05/2024
Wed	22/05/2024	11/05/2024	24/05/2024	Thur	23/05/2024	30/05/2024
Wed	05/06/2024	25/05/2024	07/06/2024	Thur	06/06/2024	13/06/2024
Wed	19/06/2024	08/06/2024	21/06/2024	Thur	20/06/2024	27/06/2024
Wed	03/07/2024	22/06/2024	05/07/2024	Thur	04/07/2024	11/07/2024
Wed	17/07/2024	06/07/2024	19/07/2024	Thur	18/07/2024	25/07/2024
Wed	31/07/2024	20/07/2024	02/08/2024	Thur	01/08/2024	08/08/2024
Wed	14/08/2024	03/08/2024	16/08/2024	Thur	15/08/2024	22/08/2024
Wed	28/08/2024	17/08/2024	30/08/2024	Thur	29/08/2024	05/09/2024
Wed	11/09/2024	31/08/2024	13/09/2024	Thur	12/09/2024	19/09/2024
Wed	25/09/2024	14/09/2024	27/09/2024	Thur	26/09/2024	03/10/2024
Wed	09/10/2024	28/09/2024	11/10/2024	Thur	10/10/2024	17/10/2024
Wed	23/10/2024	12/10/2024	25/10/2024	Thur	24/10/2024	31/10/2024
Wed	06/11/2024	26/10/2024	08/11/2024	Thur	07/11/2024	14/11/2024
Wed	20/11/2024	09/11/2024	22/11/2024	Thur	21/11/2024	28/11/2024
Wed	04/12/2024	23/11/2024	06/12/2024	Thur	05/12/2024	12/12/2024
Mon**	16/12/2024	07/12/2024	20/12/2024	Tue**	17/12/2024	26/12/2024

** Denotes early cut off date