

2016 Procedures for Implementing Personalised Learning Support and Individual Sponsorship



2016 PROCEDURES FOR IMPLEMENTING PERSONALISED LEARNING SUPPORT AND INDIVIDUAL SPONSORSHIPS

Personalised Learning Support

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PERSONALISED LEARNING SUPPORT FOR YEARS 4, 6, 8 AND 10

Personalised Learning Support is targeted for Aboriginal students in Years 4, 6, 8 and 10 who have been identified as being at or below the national minimum standard in all NAPLAN domains in the previous year's NAPLAN tests.

Personalised Learning Support funding is used to employ qualified or unqualified tutors focusing on the improvement of literacy and numeracy outcomes for Aboriginal students.

Personalised Learning Support tuition must be provided in:

- Individual or small group learning assistance in the classroom
- Independent learning hubs for Aboriginal students. The learning hubs, located within a suitable area of school, provide access to physical and digital learning resources which may otherwise not be available to Aboriginal students in their home setting. Students are supervised by a teacher employed as a qualified tutor.

Students should not be withdrawn from their regular classes to undertake tuition.

How is my school's Personalised Learning Support funding determined?

Primary schools are funded 75 hours of tuition per year for each eligible student at the unqualified tutor pay rate. Secondary schools are funded 50 hours of tuition at the qualified tutor pay rate and 25 hours at the unqualified tutor pay rate per year for each eligible student.

INDIVIDUAL SPONSORSHIPS FOR YEARS 11 AND 12

Individual Sponsorships are targeted for all Aboriginal students in Year 11 and 12 to enhance their engagement, improve their academic achievement in subjects being studied and support them to complete Years 11 and 12.

Every secondary/central school in NSW with enrolled senior Aboriginal students will receive Individual Sponsorship funding in 2016.

How is my school's Individual Sponsorship funding determined?

In 2016, the per-student funding is determined by actual enrolments and averaged retention of Aboriginal students. The methodology to determine each school's funding allocation uses a mix of state and school-based data.

For a detailed explanation of the methodology, please visit the Department's Aboriginal Education and Community Engagement's intranet site. The website is located on

<https://detwww.det.nsw.edu.au/lists/directoratesaz/aet/index.htm>

How can my school use Individual Sponsorship funding?

The most effective way of ensuring that Individual Sponsorship is maximised is linking the initiative to each student's Personalised Learning Pathway and planning with them how the Individual Sponsorship can enhance their individual learning needs and/or future aspirations.

To galvanise this, schools can use the following strategies:

- Employing suitably qualified tutors with subject specific knowledge and expertise as tutors to:
 - o support students in selected subjects or across a range of subjects at regular scheduled times within the school timetable.
 - o providing individual or group tutoring which could be conducted before, during or after school, depending on the school context and emerging student need. This may include study skills tutoring, assistance with assignments and/or study groups in the lead-up to the assessment times during the year.

Arranging mentoring or coaching to support student participation and ongoing engagement in learning and broader school activities can also be considered. This may include activities in which Aboriginal students engage in community-based leadership activities that promote and build on their cultural identity.

Strategies to support Year 11 and 12 Aboriginal students should closely align with students' own educational aspirations and be implemented in areas where students themselves have identified the need for assistance.

Individual Sponsorship tuition must be provided by a qualified tutor before school, or in students' study periods, at lunch time or after school with approval from parents/caregivers. Students are not to be withdrawn from their regular classes to undertake tuition.

Members of the NSW Secondary Principals' Council have shared their ideas and strategies on implementing Individual Sponsorships. More information can be found at

<https://detwww.det.nsw.edu.au/lists/directoratesaz/aet/index.htm>

Roles and responsibilities

Schools are responsible for:

- managing the employment of tutors and providing support schools should
- ensuring tutors undergo an Induction to the school, including the relevant policies and procedures that need to be followed
- identifying and employing suitably qualified tutors for subject specific areas
- establishing a list of suitable tutors through merit selection
- ensuring the *Personalised Learning Support* and *Individual Sponsorship* funds are used for the payment of tutors only

- integrating key funding initiatives for individual students, such as *Personalised Learning Support* and *Individual Sponsorship* into the school plan
- linking the tuition to the student's Personalised Learning Pathway (PLP)
- consulting and working in partnership with local AECGs regarding the implementation of *Personalised Learning Support* and *Individual Sponsorship*
- communicating the benefits of the Individual Sponsorships to the year 11 and 12 Aboriginal students and encouraging them to participate
- ensuring suitable arrangements are made for the provision of tuition to support student participation, retention and accelerate academic achievement by consulting with senior Aboriginal students and parents/caregivers
- maintaining accurate records of tutors' participation, including the qualifications of tutors employed, payments made and types of tutoring support
- providing a duty of care to students and ensure appropriate relationships between tutors and students
- ensuring tutors are supported through professional development to provide the necessary tuition for eligible students.
- consulting and working collaboratively with Local/Regional Aboriginal Education Consultative Group (AECG) in the planning and implementation of *Personalised Learning Support* and *Individual Sponsorship* initiative
- engaging the local AECG in the process of employing *Personalised Learning Support* and *Individual Sponsorship* tutors and
- gaining feedback on the effectiveness of the initiative

Policies and procedures for the employment of tutors

It is recommended that all tutors are employed on a **casual** basis.

Schools choosing to employ tutors on temporary engagements will be required to employ on a term by term basis and a new engagement would need to be completed for each term. The information would be entered in the Permanent Payroll System via our HR Shared Service Centre – Bathurst.

The hourly rate of pay includes a loading to compensate for all forms of leave (other than long service leave) and also includes a loading in lieu of annual leave.

Tutors are not entitled to any stand down payment or leave entitlements (other than long service leave) and as such will not receive any payment through school vacations. Principals must ensure the letter of offer is clear that the employment contract only covers term time.

Schools can employ **either qualified or unqualified tutors for *Personalised Learning Support***, however it is preferable to employ qualified tutors for the secondary school students.

Schools can only employ **qualified tutors for *Individual Sponsorship***. Schools must ensure that tutors have the relevant subject expertise for the tuition. Where tutors are working on study skills for assignments with students, and are not subject

experts in that subject, tutors must liaise closely with a teacher or head teacher who has the relevant subject expertise.

Aboriginal or Torres Strait Islander people have priority for employment as tutors.

Qualified tutors are:

- Individuals holding relevant qualification(s) including an undergraduate or postgraduate degree and/or a diploma or advanced diploma (minimum of three years full time equivalent study) from a tertiary institute.

Principals are responsible for sighting relevant qualifications.

If qualified tutors have a DoE teacher number they can be paid through e-CPC, if they do not hold a DoE teacher number they will require an ABN and submit an invoice to the school for payment at the current hourly rate.

Please note: Teachers must be employed as a tutor on a casual basis or temporary basis, not as casual or temporary teachers.

Unqualified tutors are:

- Individuals not holding qualifications (as outlined above) and identified by the school through the merit selection process as being suitable to work as a tutor with Aboriginal students.

Tutors must be employed in accordance with NSW Department of Education policies and procedures. The Department's risk management procedures, child protection measures and the *Working with Children Check* are essential for the safety and welfare of students. The Department's policies and procedures are available on the Department's Internet and Intranet websites.

All permanent, temporary and casual staff are required to complete the following online courses:

- WHS Induction
- E-Emergency Care (at least once every three years)
- Anaphylaxis training (at least once every two years)

Refer to the <https://detwww.det.nsw.edu.au/workhealthandsafety/esafety-program>

The e-safety System FAQs document is a useful resource for staff who have not used this e-learning system before: these FAQs are at:

<https://detwww.det.nsw.edu.au/workhealthandsafety/faqs-coming-soon>

Student teachers or volunteers who do not have access to the Department's anaphylaxis e-learning module are required to provide proof of having undertaken the online ASCIA anaphylaxis training. This online module is available on the internet at: <https://etraining.allergy.org.au/>

Casual staff who do not have access to the Department's intranet can contact the ITD hotline on 1800 338 483 to arrange portal access.

Prior to engaging a tutor, principals are to ensure the person is not on the Department's confidential list of persons who are not to be employed in NSW government schools without the approval of the Director, People and Careers (NTBE list). The NTBE list is accessed via the Department's Electronic Casual Pay Claims System (e-CPC). The e-CPC link can be found at: <https://www.det.nsw.edu.au/jecpc>

Examples of relevant policies and procedures include the:

- *Child Protection (Working with Children) Act 2012. Child Protection (Working with Children) Regulation 2013 and Working with Children Check – Appendix 1*
- *Mentoring Students Policy (2005) and Guidelines for Mentoring and Supporting Students (2005)*
- *Private and Secondary Employment Policy and Guidelines (2009);*
- *Code of Conduct Procedures (2010)*
- *Protecting and Supporting Children and Young People Policy (2010)*
- *Protecting and Supporting Children and Young People: Revised Procedures*
- *Allegations against Employees in the Area of Child Protection Policy (2010)*
- *Responding to Allegations against Employees in the Area of Child Protection (June 2010)*
- *Procedures for the Local Management of Less Serious Allegations in the Area of Child Protection Against DET Employees (2009).*

If the tutor has never previously worked with the Department, or has had a lapse in casual employment as a tutor with the Department of 12 months or more, a *Working with Children Check* must be performed and clearance for employment granted prior to the tutor commencing duty.

The *Working with Children Check* verification is to be initiated by the relevant recruiting area via the HR system eCPC.

The school should collect and retain the following:

- a copy of a signed and dated WWCC Declaration for volunteers and contractors (Appendix 5) completed by the applicant or paid employee
- a copy of identity documents submitted by the applicant. An *Identity Documents Checklist (Appendix 6)* of acceptable proof of identity documents is available on the Department's Intranet at https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Working-with-Children-Check-Appendix1-WWCC-Requirements.pdf

For further information on clearance for employment, please contact the Probity Unit:

- telephone: (02) 9836 9290
- email: probityunit@det.nsw.edu.au

The following information should be faxed to the e-CPC team on 1300 338 124 prior to or at the time the tutor commences working in the school:

- a completed Australian Taxation Office Tax File Number Declaration Form (available from newsagents and Australian Taxation Offices - ATO)
- details of the tutor's bank or credit union so payment may be made to the appropriate account
- a copy of the letter (**TAB A** or **TAB B**) confirming the tutor's terms of employment including dates of engagement
- written advice from the tutor indicating the details of the fund they wish their Superannuation Guarantee Contributions to be forwarded, should they not wish it to go to the Department's default fund - First State Super.

The e-CPC Team will provide the school with a casual employee payroll number once the above information has been processed. Upon receipt of a casual employee payroll number, the school should post the original Tax File Number Declaration form only to:

e-CPC team
NSW Department of Education
Locked Bag 3010
BLACKTOWN NSW 2148.

Schools are required to provide a letter (**TAB A** or **TAB B**) to all tutors employed through *Personalised Learning Support* or *Individual Sponsorship* funding outlining the conditions of employment, including engagement dates. Tutors are required to complete an Acceptance of Offer prior to taking up the employment.

Merit selection process

Appointment of tutors as casual employees should be through a merit selection process. There is no need to re-interview successful and experienced tutors who have been previously interviewed in a process which included local or regional Aboriginal Education Consultative Group representation.

If only one eligible applicant applies for a position, the principal and an Aboriginal community member may consider that person's application and recommend them as suitable or not suitable for the position.

Where more than one applicant applies, the principal will form a selection panel and arrange interviews. The interview process should be flexible and conducted in a way that enables Aboriginal community members to feel comfortable in the interview process.

Merit selection panels must have both male and female representation and the recommended membership for a selection panel for tutors is:

- the school principal (convener) or nominee
- a representative of the local or regional Aboriginal Education Consultative Group, if available or

- a member of the local Aboriginal community or an Aboriginal parent.

A selection panel report, and records of the interview process, should be completed by conveners, signed by all panel members and kept on school files for future reference.

Rates of pay and conditions

2016 Hourly pay rates for tutors		
	Casual	Temporary
Qualified	\$55.18	\$44.29
Unqualified	\$31.87	\$27.70

Payment of tutors

The hourly rate of pay includes a casual loading to compensate for all forms of leave (other than long service leave) and also includes a loading in lieu of annual leave. This means tutors are not entitled to any stand down payment or leave entitlements and as such will not receive any payment through school vacations.

Tutor salary on-costs are included in the total amount allocated to schools.

Qualified Casual Tutor Pay Rate \$55.18 per hour excluding oncost

The applicable designation for payment of casual qualified tutors is NORTA1 – *Norta Norta Program Tutor (Qualified)*. Schools should submit claims for payment of casual qualified tutors via the Electronic Casual Pay Claims (e-CPC) application using the **NORTA1** qualified tutor rate. **OASIS subdissection 690.**

Unqualified Casual Tutor Pay Rate \$31.87 per hour excluding oncost

The applicable designation for payment of casual non qualified tutors is NORTA2 – *Norta Norta Program Tutor (Non Qualified)*. Schools should submit claims for payment of casual non qualified tutors via the Electronic Casual Pay Claims (e-CPC) application using the **NORTA2** unqualified tutor rate. **OASIS subdissection 700**

If either status does not appear on the school's e-CPC drop down selection please contact the Casual Payroll team (e-CPC team) by telephone on 1300 338 004 or email: eCPC@det.nsw.edu.au.

Schools will be debited to meet the cost of tutors employed in the same way that short term casual relief staff claims are debited.

Schools must keep funds for *Personalised Learning Support* and *Individual Sponsorship* separate and acquit separately. Funds may ONLY be used for salaries to employ qualified or unqualified tutors.

Non 229 schools must use billable CEPS code 302 (inclusive of on-costs).

229 schools must use billable CEPS code 020 (Teaching) or 022 (Non-Teaching) (inclusive of on-costs).

Expenditure relating to this funding must use this order number so the school can track the financial position.

Please use Internal Orders Numbers: **2004000220 – NAPLAN 2016 and 2004000221 – Individual Sponsorship 2016.**

Reporting, monitoring and accountability

As part of the new approach to school planning, it is important to effectively integrate key funding initiatives for individual students, such as *Personalised Learning Support* and *Individual Sponsorship* into the school plan.

A school may elect to embed *Personalised Learning Support* and *Individual Sponsorship* initiatives either as a process within a strategic direction or they may choose to identify *Personalised Learning Support* or *Individual Sponsorship* as a stand-alone initiative in the Key funding initiatives section of the school plan.

By including *Personalised Learning Support* or *Individual Sponsorship* in the school plan, schools will ensure a holistic, highly strategic and coordinated approach to meet the specific needs of Aboriginal students at an individual, group, class and school level.

Schools ongoing self-assessment processes will monitor progress and impact to ensure that available resources are being used to best effect.

Expenditure of funding will be monitored through OASIS and SAP reporting. Aboriginal Education and Community Engagement monitor student progress through NAPLAN results.

Accountability for *Personalised Learning Support* and *Individual Sponsorship* will be reflected in the *School Planning and Reporting* as guided by the School Excellence Framework.

Procedures for transferring and returning *Personalised Learning Support* or *Individual Sponsorship* funds

Transfer of Funds between schools

https://detwww.det.nsw.edu.au/finance/schools/els_229_schools/guidelines/funding.htm

OASIS schools pay the 229 Schools

Draw a <R>efund cheque in D1 – Purchases and Payments /E3 – Batch Claim Vouchers from the income dis/subdissection and forward to the 229 School.

229 Schools pay to OASIS Schools

Complete a Special Payment Request (School) available at:

<https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/sscentre/procuretopay/forms/sch-specialpaymt.pdf>

229 School pays another 229 School – Interschool journal

Refer to the Quick Reference guide at:

<https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/sscentre/fintrain/FIN0022/QRG/QRG5%20Journals%20-%20How%20to%20Create%20an%20Interschool%20Journal.pdf>

Calculation of Funds to be Transferred or Returned

Generally speaking, the total allocation to the school is to be divided notionally into four 'term' allocations. Funds to be returned or transferred should be calculated in the following ways:

- When a student leaves or transfers during semester 1 the remainder of the year equivalent funding is transferred or returned.
- When a student leaves at the end of a term, a corresponding proportion of the original funding is required to be transferred or returned (i.e. if there is one full term left in the semester, one quarter of the annual grant needs to be transferred or returned).
- In addition, when a student leaves during a term, an allocation, in proportion to the remaining time in that term, is required to be transferred or returned.

Return of funds to the department for ALL schools

Unused funds are required to be returned to State Office in all cases where a student who has been allocated a grant, enrolls in non-government school or leaves the government school system.

In the case of extended student absences, it is more appropriate for the return of funds to be calculated at the end of the school year or semester. It is a requirement that uncommitted funding of more than \$100 remaining from this program be returned to Aboriginal Education and Community Engagement by the end of the school year.

All schools need to complete the Return or Transfer of *Personalised Learning Support or Individual Sponsorship* Funding form (page 16) and email to Aboriginal Education and Community Engagement on aboriginal.programs@det.nsw.edu.au or mailed to Locked Bag 53, DARLINGHURST NSW 2010 so an invoice can be raised or a direct debit can be completed.

**Personalised Learning Support or Individual Sponsorship Tutor -
Casual Employment Letter**

Dear Ms/Mr (*insert.....*)

I am writing to offer you a period of casual employment to carry out the work of a *Personalised Learning Support or Individual Sponsorship* qualified/unqualified (please circle) Tutor at ... (school name to be inserted)School.

The relevant remuneration and conditions of employment are as follows.

Rate of pay: (*Insert hourly rate \$*)

Engagement period:

From **To**..... (*insert school term dates*)

Payment will only be made for work completed during the above period.

Hours / days per week: (*.....to be inserted*)

Terms of engagement

As a casual employee your hourly rate of pay identified above includes a casual loading to compensate for all forms of leave other than long service leave and an additional loading in lieu of annual leave. This rate covers all incidents of employment for *Personalised Learning Support or Individual Sponsorship* tutors. **Please note** this means tutors are not entitled to any stand down payment or leave entitlements and as such will not receive any payment through school vacations.

It is appropriate that I draw your attention to the following matters:

1. This offer is made subject to the continuing availability of funding for *Personalised Learning Support or Individual Sponsorship* at School.
2. Your services may be dispensed with at any time in circumstances where the reason for your employment is no longer necessary or where funding for the program is reduced or ceases.
3. Your services may be dispensed with at any time in circumstances involving your misconduct and/or poor performance.
4. There is no guarantee of employment beyond the terms of engagement specified above.

5. Casual employment does not constitute appointment to a 'position' in the Department nor does it constitute permanent employment in the Department.
6. This offer of employment is subject to Child Related Employment and Criminal Record checks.

If you are already employed by the Department in another capacity (as a casual, temporary or permanent employee), this period of engagement will be considered separately from your other employment for all purposes including leave entitlements and service.

This offer of employment is conditional on provision of the following documents prior to your entry on duty:

- Birth Certificate
- proof of Change of Name (if applicable)
- evidence of approval to work in Australia if not born in Australia (for example, working visa, Australian citizenship, permanent resident status).

Additionally the following information will also be required either on your agreed first day of duty or as soon as possible thereafter:

- details of the bank account your salary is to be deposited into (account number, name of account holder and BSB);
- tax File number;
- superannuation fund details where you wish payments to be deposited in a fund other than First State Super.

Please note when nominating a superannuation fund other than First State Super, written notification will be required from the nominated fund of compliance under the Superannuation Guarantee Legislation and the Department's eligibility to contribute to this fund.

To formally confirm your acceptance of this position would you please sign the attached Acceptance of Offer and return it within seven (7) working days from the date of this letter, together with the attached Employment Declaration Form for Taxation purposes and an Application for Payment of Salary into Account to be nominated by you. The forms must be returned to:

*Personalised Learning Support or Individual Sponsorship school contact person
(insert school name)
(insert school address)*

Yours sincerely

Principal
Date
Phone: *(insert phone contact details)*

Personalised Learning Support or Individual Sponsorship Tutor - Acceptance of Casual Employment Letter

Please return your acceptance to:

(insert name and address....)

ACCEPTANCE OF OFFER

I wish to accept/decline (please circle) the offer of casual employment on a casual basis, as a *Personalised Learning Support or Individual Sponsorship Tutor* at insert name of x school.....at the hourly rate of \$... from.....to.....under the conditions outlined in the letter of offer to me dated

I understand that this offer of employment is subject to my satisfactory performance, the ongoing need for the position and continued funding.

I understand and accept that my employment is conditional upon a satisfactory Working with Children Check and national criminal records check and authorise the Department of Education to conduct such checks for that purpose on my behalf.

Consistent with NSW Government policy (Premier's Department Circular 2004-03), any person who falsifies their record of academic and/or professional qualifications to gain employment may be dismissed and/or prosecuted. I have attached certified copies of the following documents:

- Birth Certificate or Proof of Change of Name (if applicable)
- Evidence of approval to work in Australia if not born in Australia (for example, working visa, Australian citizenship, permanent resident status)
- Tax Declaration form
- Bank Account details form
- Superannuation fund details where you wish payments to be deposited in a fund other than First State Super.

Please note when nominating a superannuation fund other than First State Super, written notification will be required from the nominated fund of compliance under the Superannuation Guarantee Legislation and the Department's eligibility to contribute to this fund.

Signature: _____

Name: _____

Date: _____

***Personalised Learning Support or Individual Sponsorship Tutor -
Temporary Engagement Letter***

Dear Ms/Mr (insert.....)

I am writing to offer you a period of casual employment to carry out the work of a *Personalised Learning Support or Individual Sponsorship* qualified / unqualified Tutor at ...(to be inserted)School.

The relevant remuneration and conditions of employment are as follows.

Rate of pay: (Insert hourly rate \$)

Engagement period:

From..... To..... (insert school term dates)

Payment will only be made for work completed during the above period.

Hours / days per week: (.....to be inserted)

Terms of engagement

As a temporary engagement as a *Personalised Learning Support or Individual Sponsorship* tutor your hourly rate of pay identified above includes a loading to compensate for all forms of leave other than long service leave and an additional loading in lieu of annual leave. This rate covers all incidents of employment for *Personalised Learning Support or Individual Sponsorship* tutors. Please note this means tutors are not entitled to any stand down payment or leave entitlements and as such will not receive any payment through school vacations.

It is appropriate that I draw your attention to the following matters:

1. This offer is made subject to the continuing availability of *Personalised Learning Support or Individual Sponsorship* funding for
.....School.
2. Your services may be dispensed with at any time in circumstances where the reason for your employment is no longer necessary or where funding for the program is reduced or ceases.
3. Your services may be dispensed with at any time in circumstances involving your misconduct and/or poor performance.
4. There is no guarantee of employment beyond the terms of engagement specified above.
5. Temporary employment does not constitute appointment to a 'position' in the Department nor does it constitute permanent employment in the Department.

6. This offer of employment is subject to Child Related Employment and Criminal Record checks.

If you are already employed by the Department in another capacity (as a casual, temporary or permanent employee), this period of engagement will be considered separately from your other employment for all purposes including leave entitlements and service.

This offer of employment is conditional on provision of the following documents prior to your entry on duty:

- Birth Certificate
- proof of Change of Name (if applicable)
- evidence of approval to work in Australia if not born in Australia (for example, working visa, Australian citizenship, permanent resident status).

Additionally the following information will also be required either on your agreed first day of duty or as soon as possible thereafter:

- details of the bank account your salary is to be deposited into (account number, name of account holder and BSB);
- tax File number;
- superannuation fund details where you wish payments to be deposited in a fund other than First State Super.

Please note when nominating a superannuation fund other than First State Super, written notification will be required from the nominated fund of compliance under the Superannuation Guarantee Legislation and the Department's eligibility to contribute to this fund.

To formally confirm your acceptance of this position would you please sign the attached Acceptance of Offer and return it within seven (7) working days from the date of this letter, together with the attached Employment Declaration Form for Taxation purposes and an Application for Payment of Salary into Account to be nominated by you. The forms must be returned to:

(insert school name)
(insert school address)

Yours sincerely

Principal
Date
Phone: (insert phone contact details)

Personalised Learning Support or Individual Sponsorship Tutor - Acceptance of Temporary Engagement Letter

Please return your acceptance to:

(insert name and address....)

ACCEPTANCE OF OFFER

I wish to accept/decline (please circle) the offer of temporary engagement as a *Personalised Learning Support* or *Individual Sponsorship Tutor* at School at the hourly rate of \$... from termto termunder the conditions outlined in the letter of offer to me dated

I understand that I would not be paid for vacation periods e.g recreation leave or stand down payments.

I understand that this offer of employment is subject to my satisfactory performance, the ongoing need for the position and continued funding.

I understand and accept that my employment is conditional upon a satisfactory Working with Children Check and national criminal records check and authorise the Department of Education to conduct such checks for that purpose on my behalf.

Consistent with NSW Government policy (Premier's Department Circular 2004-03), any person who falsifies their record of academic and/or professional qualifications to gain employment may be dismissed and/or prosecuted. I have attached certified copies of the following documents:

- Birth Certificate or Proof of Change of Name (if applicable)
- Evidence of approval to work in Australia if not born in Australia (for example, working visa, Australian citizenship, permanent resident status)
- Tax Declaration form
- Bank Account details form
- Superannuation fund details where you wish payments to be deposited in a fund other than First State Super.

Please note when nominating a superannuation fund other than First State Super, written notification will be required from the nominated fund of compliance under the Superannuation Guarantee Legislation and the Department's eligibility to contribute to this fund.

Signature: _____

Name: _____

Date: _____

TUTOR ROLE STATEMENT

Provide support to targeted Aboriginal students to improve their literacy and/or numeracy achievements.

Assist students to develop skills and understandings that enable them to independently participate in class activities.

Work closely with the teacher to ensure the tuition provided is relevant to their learning needs.

Maintain a structured timetable in negotiation with teachers to ensure all eligible students receive tutor support.

Keep a record to communicate observations and information about each student to the class teacher.

Assist teachers as requested to communicate and provide feedback to parents, caregivers and community members.

Attend, where possible, professional learning activities to develop effective strategies in providing tutorial support for Aboriginal students.

Important Note: The school must not require the tutor to perform the tasks of Aboriginal Education Officers as stated in their respective role statement.



Return or Transfer of Personalised Learning Support or Individual Sponsorship Funding

This form is to be completed when a student's anticipated enrolment does not take place, transfers or the student leaves the school.

Principal Network: _____

School name returning funds: _____ **School code:** _____

Personalised Learning Support 2016
Individual Sponsorship 2016

Amount being returned:

Direct Debit \$ _____
 Raise Invoice Request \$ _____

Principal: _____

Signature: _____ **Date:** _____

Please indicate reason for return of funds:

- Did not enrol
- Left school
- Transferred to another school:
School Name: _____ Amount \$ _____
- Other _____

Forward this form to:

Aboriginal Education and Community Engagement
Department of Education
Locked Bag 53
DARLINGHURST NSW 1300
aboriginal.programs@det.nsw.edu.au