# tutor learning initiative: getting started checklist

### The following checklist outlines key priorities for school leaders in implementing the TLI.

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| Check | Task | Completion date |
|  | 1. Determine total number of tutors and allocation by grade/year level/learning area
 | End week 1 Term 1 |
|  | 1. Plan recruitment process (direct appointment of existing/identified teachers and/or use of Recruitment Online (ROL) to support recruitment as needed)
 | End week 1 Term 1 |
|  | 1. Develop relevant protocols for TLI implementation, including:
	1. Build tutor and classroom teacher collaboration time into school professional learning and meeting schedule
	2. Ensure positive relationships between tutors, classroom teachers and students this can be supported by induction and ensuring tutors are aware of behavioural expectations, as set out in the school’s Statement of Values and School Philosophy.
	3. Ensure learning goals are co-developed with students and documented using IEPs where relevant
2. Schools can decide to notify families of students who have been identified to receive additional support through the Tutor Learning initiative If you do decide to notify families, plan for this communication. You can access the DET template notification letter [here](https://www2.education.vic.gov.au/pal/tutor-learning-initiative-2021/resources).
 | End week 1 Term 1 |
|  | 1. Identify appropriate model of TLI support for your school (e.g. in-class / withdrawal/ blended), with student needs at the centre.
 | End week 3 Term 1 |
|  | 1. Ensure tutors are supported to undertake formal TLI professional learning available through the TLI Arc channel and school based professional learning, as required to suit their needs.
 | From week 4, Term 1 and ongoing  |
|  | 1. Implement recruitment process and complete engagement of at least one tutor to commence supporting identified students through small group tutoring (up to five students) or establish foundations for their tutor program to begin in Term 1, weeks 2, 3 or 4. Refer to recruitment steps below.
 | End week 5 Term 1 |
|  | 1. Complete identification of initial cohort of students to participate in TLI\*
 | End week 4 Term 1 |
|  | 1. Record Term 1 identified TLI students in CASES21
 | End week 5 Term 1 |
|  | 1. Schools complete engagement of all tutors
 | By 12 March 2021 |
|  | 1. Undertake regular monitoring of TLI implementation and adapt approaches as required.
 | Ongoing |
|  | 1. Update the record of identified students in CASES21 by week six of each term
 | Week 6 Term 2, 3 and 4 |

*\*When identifying* students *requiring additional learning support in 2021, use available data and evidence to understand student learning progress and needs - see assessment guidelines on the Policy and Advisory Library (PAL); consider students in cohorts likely to be most affected by remote learning, such as CALD or Koorie students, and the suitability of TLI for students supported through other programs (e.g. Koorie Outreach Support Program).*

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| Recruitment / hiring process |
|  | Complete the recruitment / hiring process (external applicants):* Create tutor job opening(s) in ROL
* Undertake the selection process from the tutor applicant pool on ROL and link all shortlisted applicants to a tutor job opening
* Complete standard Prepare Job Offer and Prepare for Hire process in ROL
* Complete standard Manage Hires process in eduPay

ORFor internal appointments:* No ROL action is required
* Record GL override using GL Expense Type 80026 for percentage of time employee will be working as a tutor
* Update work schedule if hours change is required to undertake the tutor role
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