



12 November 2021

Kendra

By email: fyi-request-17228-307e560c@requests.fyi.org.nz

Tēnā koe Kendra

Official information request regarding tutor roles at Victoria University of Wellington

I refer to your request for information under the Official Information Act 1982 (the Act) dated 18 October 2021:

What different types of tutoring roles do you have at your university?

What are the qualifications required to become a tutor?

What pathways are there into permanent employment at the university for tutors?

What different types of tutoring roles do you have at your university?

Across the University tutors are hired in all Faculties and some Central Service Areas. Tutor roles can fall under the following classifications:

- Tutor
- Oral Language Tutor
- Sessional Assistant
- Laboratory Demonstrator
- Teaching Assistant
- Audio-visual Teaching Assistant
- Research Assistant/Fellow
- Graduate Assistant
- Senior Tutor.

Tutors are generally employed by the University on a fixed term basis or casual basis (with the exception of some Senior Tutor roles which may be permanent).

What are the qualifications required to become a tutor?

The qualifications required vary depending on the course being tutored. Most areas use tutors who have completed undergraduate degrees, honours, masters and PhD (either completed or in progress). In some cases, industry specific qualifications or registrations may be required.

An example of an entry level of qualification required is where a current student has completed 200-Level papers (e.g. for role description 2384 – Tutor, Faculty of Law). A higher level of qualification may be required to tutor more advanced courses where a

tutor may be required to be currently studying at a postgraduate level Masters/ PhD and is a qualified professional (e.g. role description 2747 – Kaituruki/ Tutor, Duty Tutor).

The University provides information such as *A Guide for Tutors at Victoria University of Wellington* (<https://www.wgtn.ac.nz/learning-teaching/support/tutor-training/tutor-guide.pdf>) to support tutors.

The University also supports tutors with ongoing training and development opportunities. Further information on these opportunities is available on the Tutor training and development page of our website (<https://www.wgtn.ac.nz/learning-teaching/support/tutor-training>).

What pathways are there into permanent employment at the University for tutors?

The University is a large employer that covers a wide range of employment opportunities with roles broadly covered by the categories Academic staff and Professional staff. Staff who have been or currently are tutors can consider appropriate work opportunities across the University in terms of advertised current jobs (<https://www.wgtn.ac.nz/about/working-here/current-vacancies-broadbean>).

A tutor may seek to progress to a Senior Tutor/ Head Tutor role (subject to a vacancy). Tutors may also apply to be Lecturers. A further pathway into permanent employment as an Academic staff member may also be available for tutors who have worked in other fixed term roles as such as Sessional Assistant, Research Assistant, and Laboratory Assistant (which may be permanent).

The University also has a variety of professional roles that tutors can apply for, when vacancies arise, in areas such as the Library (e.g., Library Assistant); University Recreation Wellington (e.g., Customer Services Assistant, Recreation Advisor, Fitness Advisor); Halls (Residential Adviser); Human Resources (e.g., HR Support Administrator); and Digital Solutions (e.g., Client Services Analyst).

You have the right to seek an investigation and review by the Ombudsman of the decisions made regarding this request. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact me at oiarequests@vuw.ac.nz.

Ngā mihi nui

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