



INDIVIDUAL PRIVATE TUITION
WE strive for YOUR success

- Maths**
- English**
- Science**
- Key Stages 2 & 3, GCSE, 'A' Level**
- Undergraduate**

18 St Helens Rd, Heath, Cardiff, CF14 4AR Tel No: (029) 20624433
E-Mail: a.startutors@virgin.net Website: a-startutors.co.uk

REGISTRATION FORM

PLEASE COMPLETE EACH SECTION IN BLOCK CAPITAL LETTERS

Full Name: _____ Tel No: _____
(Mr/ Mrs/ Miss etc.)
Address: _____ E-mail: _____

Mobile No: _____
Post Code: _____ DES/ DfEE No: _____

Subjects Offered -(In order of preference) Only include subjects you have experience in teaching and are prepared to teach.

Subject	Level(i.e. GCSE, A level)	Syllabus taught(e.g. WJEC, OCR, EdExcel)	Experience(in years)

Availability - Please indicate when you are prepared to tutor.(tick appropriately)

	✓
Evenings on weekdays only	
Weekends only	
Evenings and weekends	

If you have ticked evenings, please indicate which evenings you are prepared to work:

	✓		✓
Any evening to suit student		Wednesday	
Monday		Thursday	
Tuesday		Friday	

Are you prepared to teach: In your own home/ Students home/ either (please circle)

If you are agree to go to the students' home, how far are you prepared to travel? _____

Do you have access to a car? YES / NO

Qualifications and experience

Secondary Education ('A' levels only)

Subject	Grade	Date obtained

Higher Education

College attended	Dates From To	Degree Title	Level awarded

Teacher Training Details

College attended	Dates From To	Degree Title	Level awarded

Teaching/ Tutoring Experience(Start with most recent first)

School/ College/ organisation	Position Held	Dates

PLEASE USE THIS SPACE TO TELL US BRIEFLY WHY YOU WISH TO REGISTER WITH

A* TUTORS

(Hand written only please!)

References: Please note that the offer of introduction of tutoring is subject to satisfactory references being obtained. Please give the names, addresses and positions of two referees. One should be able to comment in a professional capacity regarding your teaching experience, the other should be a character reference. References will be treated in the strictest confidence.

Name _____ (Mr/ Mrs/ Miss etc.:	Name.: _____ (Mr/ Mrs/ Miss etc.:
Address: _____ _____	Address: _____ _____
Post Code: _____	Post Code: _____
Position Held: _____	Position Held: _____
Tel No: _____	Tel No: _____

Protection of Children: Prior to being offered work, prospective tutors are required to provide a copy of a satisfactory Criminal Records Bureau Check. This should be returned with the completed registration form.

Guidelines from the Home Office state that ‘those who have access to children during the course of their work should be required to disclose any convictions, bind-overs and cautions.’ In accordance we must ask:

a) Have you been convicted of a criminal offence or are there any proceeding pending against you?
YES / NO

b) If YES, please give details _____
_____ Date: _____

c) Has your suitability for working with children ever been called into question by the Secretary of State for Education? YES / NO

I certify that the information I have provided is correct to the best of my knowledge and belief.

Signed: _____ Date: _____

I have read and understood the Terms of Business and Administrative Procedures set out in the accompanying documents.

I agree to comply with them when accepting introductions from *A* Tutors*, including forwarding Student Tuition Record Forms and Agency Fees paid through me to *A* Tutors* at the end of each calendar month that I am working through the Agency.

Signed: _____ Date: _____

Before returning your completed registration form, please ensure you have:

• Enclosed a copy of your Criminal Records Bureau Disclosure Check(if you have one)	• Completed the reference section fully
• Enclosed copies of your academic qualifications	



Terms of Business

1. The function and business of the Agency (**A* Tutors**) is to introduce students to Tutors registered with it whose subject teaching experience is relevant to the request for tuition.
2. When a tutor is offered an introduction(the opportunity to tutor a student), tutors are required to follow the administrative procedures overleaf.
3. Prior to being offered an introduction, prospective tutors must complete a Registration Form, provide suitable references and an up to date Criminal Records Bureau Disclosure Form.
4. Lessons are to take place at either the tutors' home or, the home of the student. If the tutor is required to go to the home of the student, which requires significant travelling(greater than that agreed in the application form), the tutor is able to agree a mileage allowance with the student. No Agency fees are payable on this mileage payment, and it remains an arrangement between the student and tutor.
5. The sessional rates currently charged by **A* Tutors** from **1st September 2010** are as listed below, Agency fees are charged 20% of this rate. All students are quoted these rates when they initially make contact with A* Tutors.

		Tutor	Agency
Up to and including GCSE	£24 per session*	£19.20	£4.80
A Level	£30.00 per session*	£24.00	£6.00
Post A level/ Degree etc.	£36.50 per session*	£29.20	£7.30

- **a session lasts a minimum of one hour**

Fees for group tuition are the full hourly rate for the first student and then half the hourly rate for each subsequent student i.e. for three students studying GCSE, £24 for the first student and £12 for each subsequent student. The total fee, £48, should be shared equally between each student, giving £16 each. The agency fees are charged on the total fee collected

6. The tutor is responsible for collecting the fee(which includes the Agency fee) at the end of every lesson. The tutor then forwards the Agency fee, together with a completed Student Tuition Record Form to **A* Tutors** after the last lesson of the calendar month(Explained fully in administrative procedures).
7. Tutors are able to charge a cancellation fee amounting to 100% of the hourly charge if they are not given a minimum of 24 hours notice of cancellation. Tutors are advised to use their own discretion in charging a cancellation fee and take into account extenuating circumstances. Agency fees are payable on all cancellation fees.
8. Agency Fees must be paid on **every** lesson which results from an introduction by **A* Tutors**. Tutors must refer all requests for additional tuition by existing students or former students to **A* Tutors**. Agency Fees **must** be paid on all tuition resulting from additional requests.

9. All tutors registered with **A* Tutors** act as self employed agents and are responsible for:
 - Their own book keeping and accounts and returns to the Inland Revenue and National Insurance Contributions.
 - Public Liability Insurance. **A* Tutors** is unable to indemnify any claims made by our clients.
 - Obtaining a Criminal Records Bureau Disclosure if they have not already done so.
 - Notifying their own home insurance companies(if tutoring in their own home) and their car insurance companies(if using their car to travel to the students home)
10. Tutors are asked to inform the Agency in writing if they are no longer available for tuition and, when tuition with a student ceases.
11. If a tutor is unable to continue tutoring a student/ students introduced by **A* Tutors**, they must give at least 14 days notice in writing to the Agency. This will enable alternative tuition arrangements to be made for the student.

Administrative Procedures

1. Unless otherwise agreed, it is the responsibility of the tutor to decide whether or not to accept an Introduction when contacted by **A* Tutors** with details.
2. When an introduction has been accepted by the tutor, he/she is required to make contact with the student within 24 hours, to make arrangements for the tuition.
3. After making the arrangement with the student, the tutor should phone or E-mail **A* Tutors** immediately to notify them of the arrangements(i.e. time/date of first tuition session).
4. **A* Tutors** will send a written letter of confirmation, outlining contact details and times of tuition etc. to the student.
5. Student Tuition Record Forms should be completed fully after each tuition session and signed by the student. The original(white copy), together with Agency Fees due, should be returned to the Agency at the end of the month, to reach us by **no later than the 7th** of the following month. The coloured copy of the Student Tuition Record Form should be retained for your records.
6. Upon receipt of the above record forms and Agency Fees, the Agency will issue a receipt for the fees and new Student Tuition Record Forms.
7. Cheques for Agency Fees should be made payable to **A* Tutors**.