

## Find a tutor or be a tutor

In this section there are strategies, hints and extra ideas to assist you in finding a tutor to help you with your studies. Alternatively, you may wish to find part-time and casual employment through being a tutor.

- Find a tutor
- Be a tutor

## How to find a tutor

Please review **all** of the information on this page before submitting your request.

1. Request a tutor by completing calling 8303 4406 or emailing [auu.employment.edu.au](mailto:auu.employment.edu.au)

Note: This service is for **private households only**. Tutoring Agencies and Schools should register the business and will have to pay for advertising. Please see the Information for Employers section for more details.

2. Your request will be approved within one working day. An advertisement will be displayed on our job database for potential tutors to view.
3. You will be given a Tutoring Job Number. Please keep this with you.
4. Interested tutors will contact you directly to apply for your vacancy.
5. Select the tutor you wish to employ. See the tips below for choosing a tutor

## Rates of pay for tutors

We use the rates that were recommended by the Students who are tutors. Currently the rates are:

<b>When person being tutored is ...</b>	<b>Rate charged by the tutor</b>
Primary and Secondary level up to Year 10	\$22 per hour
Year 11 and Year 12	\$25 per hour
Tertiary level	\$25- 30 per hour

## *Changing and cancelling tutor requests*

If you have already submitted a tutor request but you need to make changes or cancel the request, please call 08 8303 4406, quoting your tutoring job number. Our office hours are Monday to Friday, 9am-5pm.

Please leave a detailed message on our answering service.

## **Tips on choosing a tutor**

### ***Step 1: Think about what you want the tutor to do***

- Do you require a coach to help achieve the best possible performance, or someone to teach concepts for a student who is struggling to pass?
- What subjects will they cover?
- When will the lessons be held?
- How often?
- Where (your place, the tutor's place, the local library)?
- How long will the tutoring continue (a month, a term, a year)?

### ***Step 2: Devise some questions***

It is useful to create some questions to ask every person who calls you to apply for the tutoring job. By asking everyone the same questions, you can more easily compare each tutor, and make the best decision.

Some possible questions:

- Tell me a little about yourself? (Nice easy question to make them feel comfortable, and helps you get a bit of a picture of who this person is).
- What are you studying at University?
- What experience do you have as a tutor?
- My son/daughter needs help with ... how would you be the best person to help?
- What times are you available?
- What strategy would you use to motivate my son/daughter to do their homework?

### ***Step 3: When the tutor calls...***

- Record their responses to your questions on paper
- Write down any extra comments from your own feelings or observations (eg. sounded confident, gave vague answers)
- Don't promise a job to anyone until you have interviewed enough people
- Advise the tutors that you will call them once you have made a decision
- Write down the contact details and name of each tutor – if the one you offer the job to doesn't work out, you can call your second choice

### ***Step 4: Choosing the best tutor***

- Read through the responses to your questions for each tutor. You may wish to rate each answer on a scale of 1 to 5 and add up the totals to help decide who may be the best tutor
- Think about how you felt about the tutors. Were you comfortable with them? Were they confident?
- When you have finished interviewing tutors, call 08 8303 4406 to cancel your tutor advertisement (otherwise you will keep getting phone calls!).

### ***Other things to consider:***

- Do you want to check any of their references? Calling people who they have worked for in the past can be useful to find out if they were reliable, honest, etc.
- The tutor who got the highest ENTER score or a perfect study score will not necessarily be the best tutor. What other attributes will make them a good tutor – communication skills, reliability, etc?

### ***Step 5: I've made a decision, now what?***

- Call the successful tutor and ask them if they are still interested in the job.
- Arrange to meet in a neutral location, such as a café, to discuss the tutoring arrangements. Discuss with the tutor their expectations of payment for this meeting. Some people pay the tutor while others treat it as a second interview.
- The aim of this meeting is to work out finer detail of how, when and where the tutoring is to be conducted. Discuss what you want to achieve, and talk about how to best get those results. Do not commence any tutoring at this meeting!
- Make a verbal agreement that a tutoring relationship is being entered into.
- The tutor will need to go away and develop a plan for the tutorials, which you can ask to review.

### ***Arrangements for cancelled tutorials***

- Discuss with your tutor what arrangements need to be made if either party needs to cancel or reschedule a tutoring session.
- It would be appropriate to pay the tutor for cancelled sessions, particularly if short notice is provided (ie. less than 48 hours).

### ***What if things go wrong?***

Sometimes, the relationship between you or your child and the tutor do not work well. Try and resolve any difficulties by discussing them with the tutor. If you start the tutoring arrangement with clear ideas about what you want to achieve, and how they will be done, then this can help in resolving any problems.

**If you cannot resolve the matter or you need some advice, please call the Employment Consultant on 08 8303 4406**

### ***How to be a tutor***

Employment service advertises hundreds of tutoring vacancies each year via the online job database.

### **Tutoring agencies:**

- There are many tutoring agencies in Melbourne. You register with the agency and they match you with a student. Some of them advertise on our job database and on the University CareerHub.
- Some agencies charge a registration fee, which does not guarantee that you will get work. Find out under what circumstances you can get your money back if they do not provide you with any work.

- Tutoring agencies can be found in the Yellow Pages under *Tuition – Education*. Many also advertise in the classified section of local newspapers, under 'education'.

### **Schools:**

- You could make a direct approach to some of the schools in your local area – they might allow you to place a flyer on a noticeboard, or an ad in their school newsletter.
- Try approaching some of your old teachers and let them know that you are available to tutor students – they may be able to recommend you to their current students.

### **Applying for and accepting a job as a tutor**

Applying for a tutoring job usually would involve speaking to the parent of the student initially by phone. Ask what they are expecting the tutoring to achieve, and discuss how you can meet those expectations. Treat this like any job interview and prepare. Have a copy of your resumé in front of you when you make the phone call in case the person asks you any questions about what you have done in the past. Think about how you would tutor the student – the methods you would adopt. Make sure you have some suitable referees, such as people you have tutored or worked for in the past, or a teacher you have studied under.

If you both want to proceed after the initial phone conversation, organise a meeting in a neutral location such as a library or a café to discuss the arrangements.

- Before you go to the meeting, make an agreement as to whether or not you will be paid for it.
- Discuss in detail how and what you are going to do in the tutoring sessions.
- It is best not to start tutoring the student at this meeting, as you will need time afterwards to start planning the tutoring sessions.
- Discuss how long the arrangement will last.
- Set up a tutoring contract that states the responsibilities and expectations of what will be done by the tutor, the student and the parent. Include things like how much you will be paid, notice periods for cancelling or rescheduling a lesson and where and when the tutoring will take place.

### **Tip**

- Don't make any promises that you cannot possibly meet – such as saying that you can get the student into medicine.

### **Do I need an Australian Business Number (ABN)?**

Some tutoring agencies will employ you as an independent contractor. If this is the case, they may ask you to supply an ABN.

If someone wants to employ you as an independent contractor, generally, you will have fewer rights as an independent contractor than you would as a casual employee.

### **How much should I be paid?**

The following minimum tutoring pay rates have been recommended by the Students who have tutored in the past:

- Primary and Secondary up to Year 10 (tutored by undergraduate) - \$22 per hour
- VCE - Year 11 and Year 12 (tutored by undergraduate) - \$25 per hour
- Tertiary (tutored by undergraduate) - \$25 - \$30 per hour

### **Do I have to pay tax?**

If you earn more than \$6,000 per year, you will need to declare this income and pay tax to the Australian Taxation Office (ATO). The ATO can provide you with information on how you can declare money that you have received from tutoring and how to pay any taxes that may apply. You can contact the ATO on 13 2861 or at [www.ato.gov.au/](http://www.ato.gov.au/)

### ***Tip - Keep a logbook!***

A logbook can be useful as an employment record, so when you apply for other tutoring work in the future you can demonstrate what you have done in the past. It is also good to keep a record of the students that you have tutored, in case any problems arise in the future, or if you need to contact the student.

Your log book should record the date and time that the tutoring took place, who you tutored, their contact details (such as address and/or phone number), and what happened during the lesson (eg. explained how to...).

