



# TUTOR BROCHURE

## Tutors Code of Conduct

Tutors will demonstrate a commitment to abide by this code.

The purpose of the Code is to ensure that responsible and uniform services are provided to all students.

## Service Ethics and Standards

Tutors will demonstrate ability to:

- Achieve the best possible outcome for each student
- Assess each student's needs
- Monitor student understanding and progress and provide progressive reports to the student/parents and other parties as required

## Relationships with Students

Tutors will:

- Treat student with trust, courtesy, respect and empathy in a non-judgemental manner, recognizing each student's unique qualities, differing needs and circumstances
- Keep the relationship strictly on a professional basis

## Professionalism

Tutors will:

- Approach their tutoring in a professional, business like manner, being punctual, courteous, and dressing appropriately

## Business Ethics

Tutors must not solicit or accept any benefit or advantages (apart from the stated tutoring fee) from any student or family, either directly or indirectly.

## Conflict of Interest

Tutors will advise PEC of any conflict of interest which might influence relationships between the tutor and the student as soon as the tutor becomes aware of it. The tutor will discuss how the conflict may be resolved, and resolve the matter, before carrying out further tutorial duties.

## Financial Management

Tutors will keep financial records for their tutoring in a format which would meet the Commissioner of Taxation's requirements.



## Fee Schedule

### Tuition Fees

Year Level	Qualified Teachers	Professionally Trained Tutor
Primary (Prep-Gr6)	\$ 50	\$35
Secondary (Yrs 7-10)	\$ 50	\$35
VCE (Yrs 11-12)	\$ 60 per hr \$80 for 1.5hrs	\$40 per hr \$50 for 1.5hrs

### Cancellation Fee

\$20

Cancellation Fee can be levied at tutor's discretion if less than 24 hours notice was given by the family for the cancellation of a scheduled appointment.

### Referral Fees

\$10 per half year per Student

For us to provide this referral service to you, we charge a REFERRAL FEE per student, which entitles you to tutor the student/subject referred to you by our office for up to one school semester, with minimum of 5 hours tuition. The REFERRAL FEE is payable within 30 days from the first tutorial date.

### Account Detail

Payment to be made to:

Bank: Commonwealth Bank of Australia

Account name: Potential Education Centre

BSB: 063 254

Account No: 1042 7934

### Subject

The message: please include your name, and student name. e.g. "John tutors Paul".

### Note

Please notify us via email [info@pec.com.au](mailto:info@pec.com.au) as soon as you made the payment. We don't check the bank account every moment.

You will be notified when the next payment is coming.

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