



Application Guidance

1. Prepare Documentation

Before commencing your application, please ensure that you have the following documents:

- A Certified Copy of your Passport (both the inside and the front cover)
- A clear photocopy of your driver's licence photocard (where applicable)
- A photocopy of a statement dating from within the past three months (gas, electricity, bank)
- A clear photocopy of your PhD / Masters / PGCE certificate (where applicable)
- A clear photocopy of your Bachelor's degree certificate (where applicable)
- A clear photocopy of your Secondary Education qualifications (only required where no Higher or Further Education certificate has been obtained or where you consider that your grades obtained from Secondary Education are of importance to your application)
- A passport photograph (alternatively, this can be e-mailed to info@tutorsalliance.co.uk)
- Any copies of advertising or marketing literature (where appropriate)

Photocopies, where acceptable, can be in black and white but must be clearly legible.

To obtain a certified copy of a passport, there are two options.

EITHER – go to your local Post Office. They offer an Identity Checking service. It costs £6.85 and further details can be obtained here.

<http://www.postoffice.co.uk/portal/po/content1?catId=63400715&mediaId=52100693>

OR – certain professionals can certify passports – these are

- Lawyer
- Chartered Accountant
- Notary Public



- Bank Manager
- Member of the judiciary
- Senior Civil Servant
- Serving Police or Customs Officer
- An Embassy, Consulate or High Commissioner of the country of issue of the passport

They must check the passport and the copy carefully. They must also check the photograph against the individual. The signatory should then insert the following text onto the photocopy – “I have seen the original document and I certify that this is a true, complete and accurate copy of the original.” Then sign, date and insert name and position in block capitals. They should then stamp the copy with their business stamp.

If you do not have a passport, please contact Tutors' Alliance prior to sending your application.

You must have all the documentation listed prepared to send to Tutors' Alliance. If you have any questions regarding the documentation required, please contact Tutors' Alliance Ltd. prior to sending your application.

2. Read Principles of Tutoring, Terms and Conditions and Complete Application Form

All Tutors' Alliance members are required to abide by the Principles of Tutoring laid out below. Infringement of the Principles of Tutoring may lead to the cancellation of membership. Submitting an application form to Tutors' Alliance constitutes acceptance of the Principles of Tutoring.

As a member of Tutors' Alliance, I agree to:

- Act in a professional manner at all times
- Encourage and support my pupils throughout their tuition sessions
- Share my knowledge and enthusiasm with my pupils
- Create and deliver inspiring and effective tuition sessions
- Keep up to date with all developments relevant to my tuition
- Show my Tutor Check to all my pupils
- Obtain an Enhanced Disclosure from the Criminal Records Bureau or Disclosure Scotland annually
- Promote the private tuition industry
- Not bring the Tutors' Alliance name into disrepute in any way.

Please read the Terms and Conditions of membership of Tutors' Alliance. These are available on the Apply page of the Tutors' Alliance website. Once you have carefully read these, you are now ready to



print out the application form. When you are ready to start the application form, please complete in black ink and block capitals.

Remember to sign and date the application form.

3. Payment

Once the application form has been completed, please pay for your Tutors' Alliance membership. Further details can be found on Payment page of the Tutors' Alliance website.

4. Post your Application to Tutors' Alliance

Please then send your application to us in an A4 envelope enclosing all the documentation listed above. Please send it by **Recorded Delivery** to our headquarters, Tutors' Alliance Ltd., 27 Claremont Street, Aberdeen, AB10 6QQ.

5. Tutors' Alliance Processes your Application

We will then process your application. Acceptance is conditional on a satisfactory Enhanced Disclosure certificate being received. You will need to complete the forms we provide you with in order for the Enhanced Disclosure to be carried out. If you have any queries about it or the application in general, please do not hesitate to contact us. We will contact you if there are any problems with your application, or if we need further information. We will contact your referees and obtain references from them. We will also contact you to arrange a telephone or Skype interview. This should last no more than 15 minutes and we will ask you questions about your application form and your tutoring experience.

6. Application Complete

Once the application process is complete and if your membership application has been accepted, we will provide you with a Welcome Pack, including your Tutor Check report and details of insurance cover by Recorded Delivery to the address you provided us with. We aim to do this within 28 days of receiving your application; however, unfortunately we cannot guarantee this. If there are any delays with your application, we will let you know as soon as possible.

Please note that you will be required to complete an additional form for the Enhanced Disclosure and you may be required to provide additional information for the application process for insurance cover. If you have any questions about your application or the process, please do not hesitate to contact us.