

Tutor Information

Thank you for your enquiry about working as a Home Tutor with Bankgate Training and Consultancy's *Home Tutor Service*.

How it works

Our clients are parents of school or college students who feel their children need extra help, or adults who wish to learn more about subjects including languages, music, vocational skills and IT. When a client contacts us we discuss their needs with them and then consult our database to find the best tutor to suit their requirements. We then contact the tutor to ask if they would be interested in the assignment.

Bankgate *Home Tutors* operates as an agency, arranging contacts between clients and tutors. As a tutor you have self-employed status, and it is your responsibility to make your own arrangements to pay tax and National Insurance. This also means that we consider tutors to be our customers and we will base our relationship with you on this assumption. You are under no obligation to accept any assignment we offer you and you will never be pressurised to do so.

Payment is based on a set of hourly fees to the client and is agreed before the tutor is offered the assignment. Tutors keep the greater part of the fee and forward us a commission of between 20% and 30% depending on level. At the end of each month you forward us a completed monthly return sheet, together with a cheque to cover the month's commission. Please make cheques payable to **Bankgate Training and Consultancy**. Payments should reach us by the fifth day following the month they apply to. We will then send you a monthly return sheet for the following month and a receipt. Where tutors have similar skills we will always prioritise regular payers. We also ask that you do not make private arrangements with clients introduced to you by Bankgate Tutors. As part of our quality process we will contact clients from time to time to discuss their needs.

We hope you will enjoy working with Bankgate Tutors and will do our best to provide you with the sort of work you are interested in. Please complete the attached application form and return it to:-

Bankgate Tutors
79 Mottram Road
Broadbottom
Hyde
Cheshire SK14 6BB