



Tutor Information

Who is TutorElite?

- TutorElite is a provider of elite private tutoring to High School and University students, in the Stellenbosch area, in the form of individual sessions, small group sessions and crash courses. All of our sessions are conducted in a safe and comfortable space, as agreed upon by the tutor and tutee, and are presented in English or Afrikaans.

What makes us special?

- Our defining factor is the quality of our tutors as all of our tutors have achieved a minimum of a "Cum Laude" (at least a 75% average for University modules or an 80% average for High School subjects) for the subject they tutor and have been equipped with additional skills to empower them as a tutor.

What makes a TutorElite Tutor so special?

- **Competence:** Every tutor has achieved a minimum of a Cum Laude aggregate for the subject in which they tutor. (Specific University modules may only require a 70% aggregate as decided by TutorElite).
- **Professionalism:** Tutors are professional in guiding learners to achieve greatness, this includes dedication in working with their tutees, punctuality for sessions and professional and prompt communication.
- **Enthusiasm and Passion:** Our Tutors are passionate about education and serving others, especially their tutees, and this enthusiasm encourages our tutors to keep lessons relevant, interesting and engaging.
- **Prepared:** Our Tutors are committed to being prepared for all tutor sessions with the necessary teaching aids, past papers, tutorials and whatever materials they deem necessary to enhance the learning experience.
- **Disciplined:** Our Tutors embrace the strict management and terms governing the functioning of TutorElite.

What can I do as a TutorElite Tutor?

- As a part of the TutorElite Team you may be eligible to present sessions to High School or University Students in the form of individual sessions (1 tutee), small group sessions (2- 4 tutees), larger Crash Courses (up to 25 tutees) and Workshops (up to 50 tutees).
- You can also become an intern at TutorElite by applying for an internship in an existing position, or you may be able to create your own new position!





Tutor Information

How does TutorElite work?

Tutor Elite's main business is to establish and manage the crucial relationship between tutors and tutees. This is done in the following way:

- Tutees contact TutorElite through various communication channels, from which TutorElite will establish the terms of the engagement with the tutee and endeavour to find a suitable TutorElite tutor to work with the tutee.
- Once the tutee has accepted the terms of the contract and payment has been made to TutorElite for the agreed upon lessons, the tutee and tutor will be linked and lessons will commence as coordinated by the two parties.
- Tutors are responsible for tutees signing the lesson schedule to indicate completed lessons and tutors must return this to TutorElite for payment to be processed.
- Tutors will be paid bi-monthly according to the number of lessons they have completed and at the agreed upon rate.
- On completion of the tutee's second to last session, the tutor is required to inform TutorElite of such and should the tutee require any more lessons, the lessons must be booked through TutorElite.

How much time is required of me?

- TutorElite does not enforce a minimum number of hours that you have to tutor.
- It is up to you to accept and take on tutoring jobs as and when you have the free time to do so.

Working for another tutoring company?

- Our TutorElite tutors adhere to strict fair play policies, which includes the fact that our tutors play only for TutorElite.
- Therefore, our tutors cannot be a part of any other tutoring companies and would need to terminate their contracts with these companies before being accepted into the TutorElite Team.
- Don't worry – in return we keep our tutors happy by paying them the best rates in town!





Tutor Information

Payment and Remuneration:

TutorElite's payment structure is based on a remuneration share scheme for the linking of tutors and tutees and the amounts are as follows:

Lessons are invoiced at the following Price (These are subject to change)

Individual Sessions (1)	Group Sessions (2 – 4)	Crash Courses (max 25)
Invoice Price: R260 p/h	Invoice Price: R180 pp/h	Invoice Price: R300 p/s
R182 p/h (Remuneration for Tutor)	R252 p/h (Remuneration for Tutor per hour with 2 tutees)	R3750 per session (Remuneration for Tutor, before subtraction of costs, for 25 tutees)

- **Individual Sessions and Group Sessions:** The tutor is entitled to 70% of the invoiced price per lesson and the remainder to TutorElite as a facilitation fee.
- **Crash Courses:** The tutor is entitled to 50% of the profit after all costs (costs including: venue rental, printing, teaching aids and any other expenses incurred specifically for the crash course), and the remaining 50% goes to TutorElite as a facilitation Fee.
- Payments to tutors are made on a bimonthly basis on the 10th and 25th of each month (or the following working day should these days be on a weekend or public holiday)

If, after reading this, you would like to become a TutorElite Tutor then please return an email to tutors@tutorelite.co.za with:

- Your Name and Surname,
- Your contact number,
- A statement that you have read the information booklet and would like to become a tutor,
- Academic Transcripts/Matric Results attached,
- A list of the subjects that you would like to tutor.

