# CLG Tutoring Employee Information

Welcome to CLG Tutoring.

It is important for all people who work for CLG Tutoring to know and understand what is expected of them, and what their rights are. The purpose of the following information is to explain the responsibilities and rights of people working at CLG Tutoring. You will be given this information, and access to any relevant procedures before you commence work.

Read this information before you start working with us. Ask us about any information you are unsure of via phone (+61 457 490 890) or email ([carla.gore@clgtutoring.com](mailto:carla.gore@clgtutoring.com)). Please attach all documents listed under ‘Attachment checklist’, fill out the required information, sign the declaration on the last page and [email](mailto:carla.gore@clgtutoring.com) it all to us so you can commence work with CLG Tutoring.

### Management Policy

The work environment at CLG Tutoring focuses on open and honest communication to create a nurturing and comfortable space for workers and clients to confidently learn and grow. To help accomplish this, a link to a [non-compulsory feedback form](https://forms.office.com/Pages/ResponsePage.aspx?id=ifx8Ew3TJEmLMfvaCFsKtpUI0pyVjGBAmpwswazh4bJUNTNCTjQ4NE1YR0pJOFNDOFdBU0ZRRUxYTi4u) is sent to you at the end of each week. This is a space for you to provide details of successes, so we can continue moving forward, and problems, so we can manage them before they are bigger than necessary. The information you provide is highly appreciated and will be actioned (if required) and filed for future reference.

Furthermore, at the end of each tutoring session, you will have 5 minutes to write 4 to 6 sentences summarising the contents of the session, how the student is developing and what needs to be and shall be worked on further moving forward. Access to a template and examples will be provided through the Tutor’s portal once you commence work with CLG Tutoring.

Once you become part of the CLG Tutoring team, together we will provide educational support to all clients to help propel them towards their educational and life goals. The quality of this support is the responsibility of all staff, and the quality must be upheld at every stage of tutoring, communication, suggestions and feedback.

We believe that by consistently providing support that meet our clients’ requirements, we will establish and maintain a positive outcome for our clients and a competitive edge in our markets.

### Values

We expect all staff of CLG Tutoring to:

* Contribute to our supportive atmosphere
* Respect each other and our clients at all times
* Feel empowered to take on responsibility and to be responsible
* Work in a safe manner and environment
* Communicate openly and honestly
* Work hard and fairly to make CLG Tutoring a profitable business
* Show initiative where able

### Your Health & Safety

Your health and safety while at work is a responsibility that is shared between you and us. The Occupational Health and Safety and Welfare Act and Regulations 1995 specify responsibilities for both employers and employees. You will be given specific instructions for particular jobs, but the following extract from Section 21 of the OHS&W Act applies to all workers:

* You must protect your own health and safety
* You must not harm the health or safety of any other person, either in what you do or what you fail to do
* You must use any equipment that is given to you for health and safety reasons
* You must obey any reasonable instruction given to you in relation to health and safety
* You must not, by use of a drug (including alcohol), risk your own safety or the safety of anyone else

If you are under the influence of alcohol or a drug while at work, you will be asked to leave immediately, and you will be liable to instant dismissal. You can also face instant dismissal if your behaviour puts anyone’s safety at risk.

You should not work if you are feeling ill, and please message us as early as possible if you will not be working. If you begin to feel ill while working, discuss with us whether you can continue work.

If you suffer from an allergy or a potentially serious medical condition, please let us know and explain your medication. This information will be kept confidential, but it is in your interest to have someone else know what to do in an emergency.

You must wear appropriate clothing. The work dress code is casual business attire. This can include dress pants or nice jeans and a comfortable nice shirt.

Everyone has the right to work in an environment that is harassment-free. We will not tolerate behaviour that puts people down for any reason at all, including their gender, race, religion or disability.

### Mandatory Reporting

You will learn about mandatory reporting through the [RRHAN-EC Fundamentals](https://www.education.sa.gov.au/working-us/rrhan-ec/fundamentals-course-responding-risks-harm-abuse-and-neglect-education-and-care) course and [RRHAN-EC Masterclass](https://www.education.sa.gov.au/working-us/rrhan-ec/masterclass-rrhan-ec) course. You will be taken through what to look for in children’s behaviour and when it is appropriate to submit a mandatory report. If you are ever unsure or would like further support in regards to the safety of yourself and the clients, please contact us and we will find the best way forward together. Even if you are solely working with university students, as part of the CLG Tutoring team, you are still required to complete these trainings.

### Employment Conditions

Due to the fluctuating nature of tutoring throughout the school year, all employment at CLG Tutoring is on a casual basis. You will not be guaranteed a particular amount of work. You will provide your availability and maximum working hours per week, and we will try to accommodate the best we can. You will be paid only for the time that you work. For reimbursement of any required training, discuss it with us then send us your receipt and, if approved, you will be reimbursed in the next pay period.

To start working with CLG Tutoring, you are required to provide proof the following are valid:

* Police check within the past 2 years
* WWCC (Working With Children Check)
* RRHAN-EC (Responding to Risks of Harm, Abuse, and Neglect – Education and Care)
  + Fundamentals course
  + Masterclass course

You will not be entitled to holiday pay or pay when you are away from work due to sickness or for other reasons. Please note that some aspects of your work can be done online for short periods, if this is an interest to you, please discuss it with us. You will be covered for injury by Workcover. Once you are 18 and older, you are entitled to superannuation contributions.

Before we can pay you, you must provide a current [tax file declaration](https://www.pdffiller.com/jsfiller-desk20/?flat_pdf_quality=high&mode=force_choice&requestHash=d0ff408104e34ec6804611ad52a39d82fd95a6ee7e631919626432cdb1eefbf4&lang=en&projectId=1737213859&PAGE_REARRANGE_V2_MVP=true&richTextFormatting=true&isPageRearrangeV2MVP=true&jsf-page-rearrange-v2=true&jsf-redesign-full=true&act-notary-pro-integration=true&jsf-fake-edit-embedded=true&isSkipEditorLoadFrequency=true&jsf-desktop-ux-for-tablets=false&jsf-probability-70=true&jsf-socket-io=false&jsf-simplified-modes-iteration-1=false&jsf-offline-mode=false&routeId=e68e29aaaf96bf28ea52decd59299a07#86076a48aae2455aa5e63bb981909d8b). We also require your bank details and superfund details. If you do not already have a superfund, please discuss it with us. Wages will be transferred weekly on Fridays for a pay period of Friday to Thursday, and employees will receive a copy of their payslip via email, please allow up to two business days for payment.

Your pay will be modelled from the following award rates:

ELC to Year 12 Miscellaneous Award [MA000104]

Post-secondary students Educational Services (Post-Secondary Education) Award [MA000075]

The level you are paid within these award rates is determined by your experience, qualifications, feedback from clients along with the subjects and year levels you are capable of tutoring. Please discuss your rate of pay with us before you start work. As you are working on an hourly rate, you must fill in your timesheet every day through the ‘Xero Me’ app.

Please be punctual for work. Work hours will be semi-regular due to the usual weekly (or sometimes fortnightly) nature of tutoring during school/university terms. There is opportunity for an increase in hours during exam periods and drafting assignments the clients require extra support for. Drafting is done predominantly outside of tutoring hours so you and the client can make the most of the one-on-one tutoring time. You are paid your hourly rate for the recorded time it takes to draft.

The hours you work are dependent on; the number of clients you are matched with, client availability, your availability, your maximum weekly hours, time of year, and other unforeseen circumstances. If your availability or maximum weekly hours change, please get in contact using the contact details provided and submit an ‘Availability Alteration’ form (this will be available within the Tutor’s portal).

Your place of work will be at the CLG Tutoring Nairne office, or a student’s educational institution.

If you have any further questions, please contact Carla.

Phone: +61 457 490 890

Email: [carla.gore@clgtutoring.com](mailto:carla.gore@clgtutoring.com)

# CLG Tutoring Employee Application

|  |  |  |  |
| --- | --- | --- | --- |
| Personal Details | | | |
| Title | Click or tap here to enter text. | First name | Click or tap here to enter text. |
| Middle name | Click or tap here to enter text. | Last name | Click or tap here to enter text. |
| D.O.B. | Click or tap here to enter text. | Gender | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Contact Details | |
| Address | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Phone number | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Payment Details | |
| BSB | Click or tap here to enter text. |
| Account Number | Click or tap here to enter text. |
| Tax File Number | Click or tap here to enter text. |

Fortnightly availability:

If your availability is the same weekly, only fill Week 1.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | | Thursday | Friday |
| Week 1 | | | | | |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |
| Week 2 | | | | | |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |
| Maximum weekly hours: | | | Click or tap here to enter text. | | hours |

Subjects and the highest level you can tutor them (school subjects and university courses)

Click or tap here to enter text.

How you learned the content for the subject/s and level/s you can tutor

Click or tap here to enter text.

Age/Year level range you are intending to tutor most

Click or tap here to enter text.

Attachment checklist

Resume

[Tax File Declaration](https://www.pdffiller.com/jsfiller-desk20/?flat_pdf_quality=high&mode=force_choice&requestHash=d0ff408104e34ec6804611ad52a39d82fd95a6ee7e631919626432cdb1eefbf4&lang=en&projectId=1737213859&PAGE_REARRANGE_V2_MVP=true&richTextFormatting=true&isPageRearrangeV2MVP=true&jsf-page-rearrange-v2=true&jsf-redesign-full=true&act-notary-pro-integration=true&jsf-fake-edit-embedded=true&isSkipEditorLoadFrequency=true&jsf-desktop-ux-for-tablets=false&jsf-probability-70=true&jsf-socket-io=false&jsf-simplified-modes-iteration-1=false&jsf-offline-mode=false&routeId=e68e29aaaf96bf28ea52decd59299a07#86076a48aae2455aa5e63bb981909d8b)

[Superannuation Standard Choice](C://Users/cgore/AppData/Local/Temp/MicrosoftEdgeDownloads/04a4b4a7-5d52-4057-a2a5-2992b0069ca0/4bc28d38-2cdf-4030-afd4-53efa74e51e4.pdf)

[Police Check](https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check)

[WWCC](https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks/apply-for-a-screening-check#applyforacheck)

[RRHAN-EC (Fundamentals)](https://www.education.sa.gov.au/working-us/rrhan-ec/fundamentals-course-responding-risks-harm-abuse-and-neglect-education-and-care)

[RRHAN-EC (Masterclass)](https://www.education.sa.gov.au/working-us/rrhan-ec/masterclass-rrhan-ec)

If you have not obtained all the valid forms, while you are in the process of completing them, please still submit this application and provide the date you will complete each of them by. Once the extra forms and checks are completed, provide proof of this to us, then you may start working.

# Declaration

I, Click or tap here to enter full name., confirm that I have read and understood the information provided in this document, including all policies, procedures, and requirements.

I acknowledge my responsibilities as an employee of CLG Tutoring, including adherence to the outlined management policies, health and safety guidelines, mandatory reporting requirements, and employment conditions. I understand the importance of open communication and will strive to uphold the values and standards of CLG Tutoring.

By signing this declaration, I agree to comply with all expectations and requirements as detailed in this document. I confirm that the information I have provided is accurate to the best of my knowledge and that I will notify CLG Tutoring at the earliest available time of any changes to my details or circumstances that may affect my work.

**Signature:** Click or tap here to print your name.

**Date:** Click or tap to enter a date.