



# speld (sa) inc

SPECIFIC LEARNING DIFFICULTIES ASSOCIATION  
OF SOUTH AUSTRALIA INCORPORATED  
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## TUTOR REGISTER – REQUIREMENTS

The SPELD SA tutor register requirements are as follows:

1. Tutors must have a teaching qualification or a recognised qualification from another relevant discipline (eg. Speech Pathology, Psychology). SSOs with demonstrated training, skills and experience in an evidence based synthetic phonics program may also apply. Suitability of applicants is determined by the Tutor Manager at the initial interview.
2. Current Working with Children Check (WWCC) and RAN certification (or current Teacher's Registration).
3. ABN (Australian Business Number) – can be obtained via the ATO website <https://www.ato.gov.au/Business/Registration/>
4. Minimum two years' experience supporting children with literacy and/or numeracy acquisition.
5. Attend an interview — where you will have the opportunity to find out about the Tutor Register. On application please provide a Résumé including contact details for two referees.
6. PAY FEES of \$167.00 per annum (this includes \$100 membership and \$67.00 public liability insurance). Annual renewal date 1 November. A pro-rata membership fee will be calculated quarterly if joining after this date. Please make payment at interview. SPELD SA tutor membership entitles you to:
  - 2 newsletters per year
  - Use of the SPELD SA library
  - Reduced prices for some seminars and workshops conducted by SPELD SA
  - Student Referrals
  - Regular Mail Chimp updates keeping your finger on the pulse with information, resources and important news and dates
  - Access to SPELD SA Tutor Dropbox resources
  - Access to SPELD SA closed Tutor Facebook group – keeping you connected
  - Group Insurance for tutors covers Public Liability
7. Attend compulsory training before commencing with a student.
  - Session 1 — Understanding Dyslexia and other Specific Learning Disabilities
  - Session 2 — Getting started as a SPELD SA tutor
  - Sounds~Write 4-Day Training – unless evidence of a suitable alternate training in quality structured synthetic phonics is provided(These seminars are normally conducted each term. Check the website for upcoming dates)
8. Complete 8 hours of **relevant, certified**, Professional Learning each subsequent year.

To advance the education and general welfare of children and others who are disadvantaged by specific learning difficulties





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9. Progress Reports are an expectation of parents — Tutors write a short progress report on their students twice a year. A copy is provided to the parents and to SPELD SA. We will notify you when these are required. A sample report form is included in the Tutor Dropbox.
10. Final interview – you will be asked to attend a final interview after 12 months to review your practice.

## Tutor Register Application Form

SPELD SA keeps a register of available tutors who are able to assist children and adults with specific learning difficulties. If you would like to apply for tutor registration, and meet the requirements, your name will be placed on this register.

We will make every effort to put you in contact with students. However, there are times when you may not hear from us because of limited demand for tutors in your locality.

**SPELD (SA) does not employ tutors. All financial arrangements remain between you and your student's family.**

Date of Application: ...../...../.....

### Personal & Contact Details

Title  Mr  Miss  Mrs  Ms  Other .....

First Name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Mobile \_\_\_\_\_

Work Phone \_\_\_\_\_

Email \_\_\_\_\_

GST Registered  Yes /  No \_\_\_\_\_

ABN \_\_\_\_\_

Number of years' experience working with children \_\_\_\_\_

### Qualifications

Institution	Degree/Diploma	Date



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Recent Relevant Experience		
Year	Location	Position Held/Role

Referees		
Name	Position	Contact Email

Workshops Completed (Office Use ONLY)		
Workshop Title	Completed	Date
1. Understanding Dyslexia and other Specific Learning Difficulties	YES / NO	
2. Getting started as a tutor	YES / NO	
3. Sounds~Write 4 day training	YES / NO	
4. Evidence of training and implementation of explicit synthetic phonics eg. Jolly Phonics. Please specify:	YES / NO	

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What are your specialties/interests?						
Have you received training in a multi-sensory phonics or numeracy program? Please specify _____					YES / NO	
Do you use any other intervention programs in your practice? Please specify _____					YES / NO	
Are you interested in being an online tutor?					YES / NO	
Do you use assistive technologies and/or educational software when tutoring? (e.g. Word Q5, Wordshark or Numbershark) Please specify _____					YES / NO	
What type(s) of tutoring would you like to provide?						
Online					YES / NO	
Face to face at tutor's home/office					YES / NO	
Face to face at student's home					YES / NO	
At student's school					YES / NO	
What times are you available to tutor? Please circle						
Before school - Days available: M, T, W, TH, F					YES / NO	
During school hours - Days available: M, T, W, TH, F					YES / NO	
After school - Days available: M, T, W, TH, F					YES / NO	
Saturdays – Time: am, pm					YES / NO	
School holidays - Days available: M, T, W, TH, F					YES / NO	
What areas are you able to support? Please tick all relevant boxes.						
Level/Subject	Junior Primary	Primary	Secondary		Adult	
	R-2	3-7	8-10	11-12	Tertiary	Other
Literacy						
Numeracy/Maths						
Other (Please Specify)						



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## FEES

To help keep tutoring affordable, SPELD SA places a limit of \$75/hour(Inc GST) on the fees Tutors are allowed to charge SPELD SA allocated families/students.

## STUDENTS

What is the maximum number of students you would like to be allocated? \_\_\_\_\_

This is a guide for us - you will not be held to this number and if your circumstances change, please get in contact with us.

## LOCALITY

Please refer to the maps on our website and advise what areas you are prepared to travel to:

[Two Wells to Flagstaff Hill:](#)

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[Aberfoyle Park to Encounter Bay:](#)

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## Résumé

Please attach a Résumé of relevant experience

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