



TUTOR REGISTER – REQUIREMENTS

Over the years SPELD registered tutors have played a vital role in assisting children and adults with specific learning difficulties. A good teacher, using specialized teaching methods, can make all the difference to a student's success and self-confidence.

The SPELD SA tutor register requirements are as follows:

1. CURRENT SA TEACHER REGISTRATION
2. ABN (Australian Business Number) – can be obtained via the ATO website
3. MINIMUM TWO YEARS CLASSROOM EXPERIENCE
4. ATTEND AN INTERVIEW — where you will have the opportunity to find out about the Tutor Register. Please bring your teacher registration certificate with you. Contact details for 2 referees need to be included on application form. Please also provide a Résumé.
5. FEES \$156.20 per annum. Annual renewal date 1 November.

A pro-rata fee will be calculated quarterly if joining after this date. Please make payment at interview.

SPELD tutor membership entitles you to: -

- 2 newsletters per year
 - Use of the SPELD library
 - Concessionary prices for some seminars and workshops conducted by SPELD
 - Student Referrals
 - Biannual tutor letter with up-to-date information regarding the register
 - Insurance for tutors covers Public Liability
6. ATTEND INTRODUCTORY SEMINARS BEFORE COMMENCING TUTORING WITH A STUDENT
 - Session 1 — Understanding Dyslexia and other Specific Learning Disabilities
 - Session 2 — Getting started as a tutor – the problems students have and how to help (These seminars are conducted usually in Weeks 1 and 2)
 7. ATTEND THE FOLLOWING TRAINING PROGRAMS within 12 months of joining the tutor register:
 - Jolly Phonics Sessions 1 &2 or Sounds Write
 - Explicit teaching techniques for reading and spelling
 - Software Sampler Session
 8. PROGRESS REPORTS — Tutors are asked to write a short progress report on their students twice a year. We ask you to send one report to parents and the other to SPELD. We notify you when these are required. A sample report form is included in your tutor information pack.
 9. TEACHERS specializing in foreign languages need to have experience in teaching English literacy skills.
 10. HIGH SCHOOL TEACHERS will usually have taught English or Maths.





Tutor Register Application Form

SPELD SA keeps a register of teachers who are available to tutor 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

Map Reference

You will find maps on our website to establish a map ref:

<https://www.speld-sa.org.au/services/become-a-tutor.html>

GST Registered

Yes / No

ABN if applicable

SA Teacher Registration
Number

Expiry Date

Number years teaching

Qualifications

Institution	Degree/Diploma	Date



speld (sa) inc

Recent Teaching Experience		
Year	Location	Year level/Subjects

Referees		
Name	Position	Contact Phone Number

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. Teaching Students with Dyslexia (based on the Hickey program)	YES / NO	
4. Jolly Phonics (Parts 1 and 2)	YES / NO	
5. A multi-sensory approach to teaching reading, spelling, and writing (based on the Spalding program)	YES / NO	

All tutors are required to attend sessions 1 and 2 above, prior to being allocated students, and Session 4 during their first year as a tutor.



What are your specialties/interests?						
Have you received training in a multi-sensory phonics program? Please specify _____					YES / NO	
Are you interested in being an online tutor?					YES / NO	
Are you familiar with SLD software?					YES / NO	
Do you use assistive technology when tutoring? Please specify _____					YES / NO	
What type(s) of tutoring would you like to provide?						
Online					YES / NO	
Face to face at tutor's home					YES / NO	
Face to face at student's home					YES / NO	
At student's school					YES / NO	
What times are you available to tutor?						
Before school					YES / NO	
During school hours					YES / NO	
After school					YES / NO	
Evenings					YES / NO	
Weekends						
School holidays						
Other						
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)						

FEES

SPELD SA places a limit of \$65/hour on the fees Tutors are allowed to charge SPELD SA allocated families/students

What fee will you charge? _____

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.

When are you available to start tutoring? ____/____/____

LOCALITY

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

[Two Wells to Flagstaff Hill:](#)

[Aberfoyle Park to Encounter Bay:](#)

Résumé

Please attach a Résumé of relevant teaching experience
