

Application For ACTO Tutor Membership



Please complete and return to info@acto.org.uk or post to the Membership Secretary

Name of Business (if you have one)		Title	
First Name	Last Name	Position	
Address			
Town	Postcode	County	Country
Telephone	Email		Website

Teaching Qualifications:

Relevant Professional Qualifications:

Information Required

Please include the following information with your application form and tick boxes as applicable.

Description of Training premises, teaching rooms, study areas and a list of all equipment used in your teaching.	<input type="checkbox"/>
CV showing their competence in both teaching and in the subjects – include copies of relevant diplomas	<input type="checkbox"/>
* UK Insurance Policies (photocopies) 1) Proof that students will be insured for Public Liability at venues 2) Proof that you hold Professional Indemnity insurance 3)	<input type="checkbox"/>

Declaration

I agree to abide by:

ACTO Code of Conduct and Ethics

ACTO Disciplinary Rules and Disciplinary procedure

ACTO Equal Opportunities Policy

ACTO Harassment and Bullying Prevention Policy

ACTO Grievance Procedure

ACTO Requirements for Continuing Professional Development

ACTO Fair Assessment Policy

ACTO Policy for Disclosure of Criminal Records

I have read and accept the Terms and Conditions set out in this document:

Signed: _____

Date: ____ / ____ / ____

If you are submitting this form by email your declaration is assumed to have been made in acceptance of the Terms and Conditions.

Payment

ACTO Tutor Membership Annual Fee - £80

(The ACTO Interview Panel Fee - £100 – will be due on approval of your request for Tutor Membership and prior to your interview for acceptance of your Tutor Membership unless you already tutoring for an IAC, IWOC or NOCN member, when an interview will not be necessary)

Sterling Cheques only are accepted, please make them payable to "ACTO" and send to:

The Membership Secretary, PO Box 100, Exminster, Exeter, Devon, EX6 8YT

Terms and Conditions for ACTO Tutor Membership

1 Standards, Complaints and Audit

- 1.1 ACTO shall have the right to verify that the tutor is maintaining standards in teaching and assessment so that those obtaining qualifications do meet the standards agreed. In furtherance of this the tutor will supply any information and/or documents relating to the course that ACTO requests
- 1.2 In the event that ACTO receives information or complaints indicating that standards or contents of any aspect of a course may not meet the expected standards/content as set out by the tutor, ACTO shall write to the tutor setting out the details of the complaint/information and the tutor shall respond within 15 days setting out its comments and any remedial action it may propose
- 1.3 ACTO shall have the right to audit any running of a course. ACTO may do this by either requesting a ACTO trustee or member attending to report in detail on the course or by sending an assessor to monitor the course
- 1.4 at any time ACTO may require the tutor to send copies to ACTO of all or some of the completed assessment materials used on a particular course

2 Term and Termination

- 2.1 ACTO shall usually list a tutor member for a probationary period of 2 years from the date of approval, this date to be set out in writing in the letter of approval. Extension of this period shall be at ACTO's sole discretion and may be subject to further assessment where a qualification is provided.
- 2.2 ACTO shall have the right to withdraw forthwith approval/listing of any tutor where, in its opinion:
 - 2.2.1 the tutor no longer meets the criteria in the original application
 - 2.2.2 the tutor has not responded satisfactorily to any written requests by ACTO to alter or improve their teaching
- 2.3 Termination of approval for a tutor may lead to ACTO refusing to accept individuals for membership/insurance and/or CPD credits to ACTO members attending courses already taught. In this case the tutor will be solely responsible and liable for any compensation to members (and others refused membership of ACTO) for the failure of the tutor to maintain the standards of a course.
- 2.4 Where a tutor is, in the opinion of ACTO, no longer able to provide courses to the standards required by ACTO, it may withdraw all approvals for any courses for the tutor.
- 2.5 ACTO's approval of any courses taught by the tutor is dependant on the payment of the annual ACTO Tutor Membership fee

All notices under this agreement shall be given in writing OR EMAIL.

Effective for all approvals on or after 1st March 2009.

ACTO Membership Secretary, PO Box 100, Exminster, Exeter, Devon, EX6 8YT

Tel: 0777 3089 170

* Insurance is available through 'Holistic Insurance Services' for all ACTO members in the UK