

**WELCOME TO POWER TUTORIAL !**

Thank you for applying !  
Let us introduce ourselves !

**Please open your camera.**



# ORIENTATION OUTLINE

Power Tutorial website is a sharing economy platform that acts as an intermediary between tutors seeking part-time employment and students seeking quality but affordable academic assistance.

We invite you to join us as a Tutor-on-Call so that you can benefit from the gig economy and contribute to the improvement in our youth's educational development.

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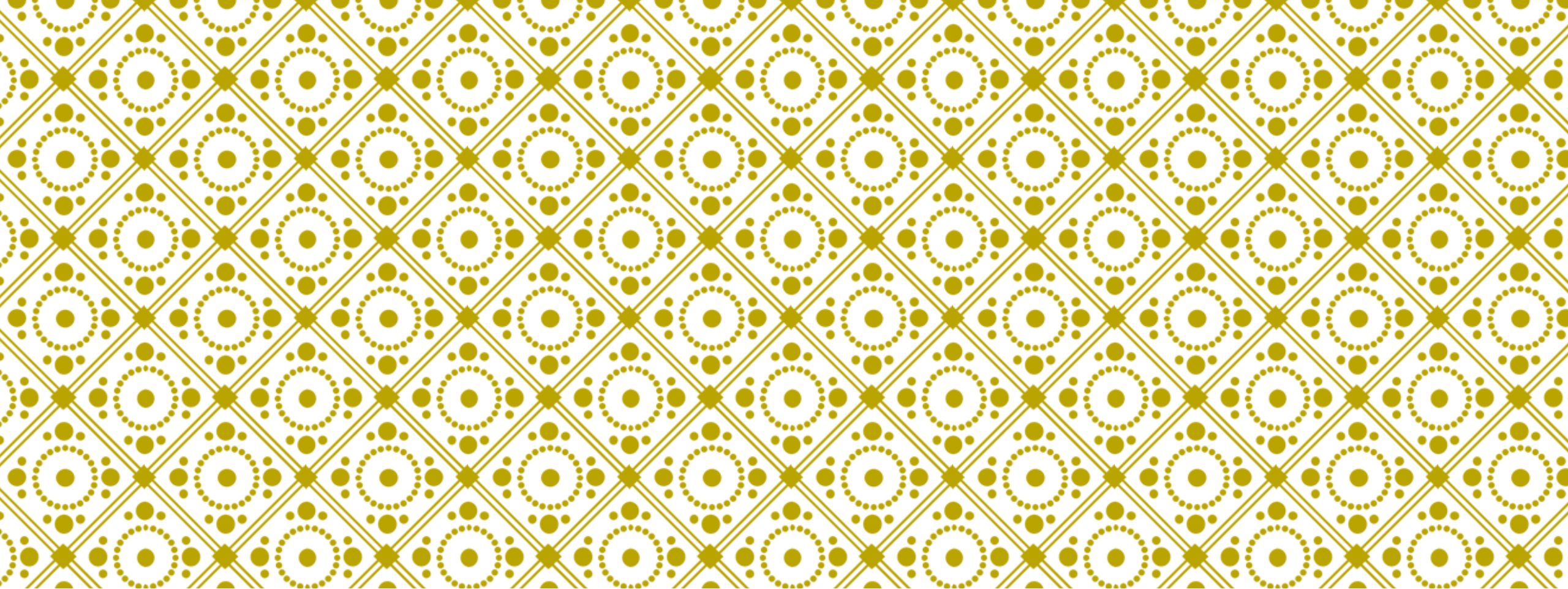
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# WHAT IS POWER TUTORIAL?

We are a platform-based service for a “sharing economy”

# WHAT IS POWER TUTORIAL ?

Power Tutorial is an **online directory of tutors** in English, Math and Science who can all be booked online for an **online tutorial** through its booking facility in its website.

YOU have been **pre-qualified to be included in the database**, so we will proceed to the next screening.

For its initial launch, we will **only offer online tutorials**. There are **no Home-based and on-site tutorials** right now but there will be in future expansions.

But first, let us be clear with the income structure of this website.

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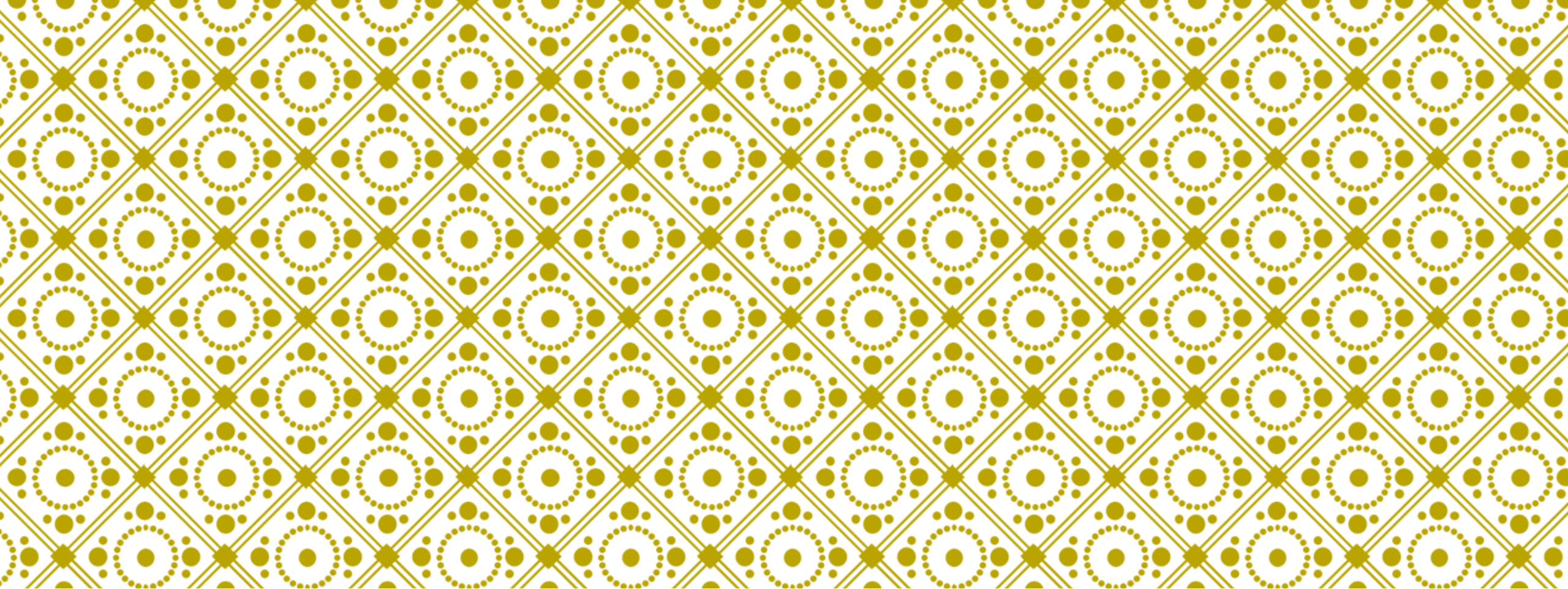
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# INCOME STRUCTURE

How much will YOU earn?

# INCOME STRUCTURE

A one (1) hour tutorial session is Php 400.

Php 300 will go to the tutor, which is 75%.

The remaining 25%, which is the remaining Php100 will be the Power Tutorial booking fee. This will be used to maintain the website and run ads to generate website traffic.

Since the usual minimum for each tutorial session is two (2) hours, **one booked session will earn you Php 600.**

# PAYMENT PROCESS

- 1) Upon confirmed booking, the Booking Student will deposit **25%** of the tutorial fee to the Power Tutorial's official corporate account as a 25% downpayment for the tutorial session. This is Power Tutorial's commission as a mediator of the booked tutorial service. This is due to the Consultant.
- 2) The remaining **75%** Balance Payment due to the tutor will be broken down as follows:
  - **10%** of the tutorial fee will be advanced directly to the Tutor's bank account or GCASH **before** the tutorial session shortly upon booking. If the Booking Student cancels, this will be forfeited in favor of the tutor. This financial transaction will no longer pass through the bank account of Power Tutorial.
  - **65%** Balance Payment - the Booking Student will pay the remaining 65% balance payment directly to the Freelance Tutor **after** the tutorial session. Likewise, this financial transaction will no longer pass through the bank account of Power Tutorial.

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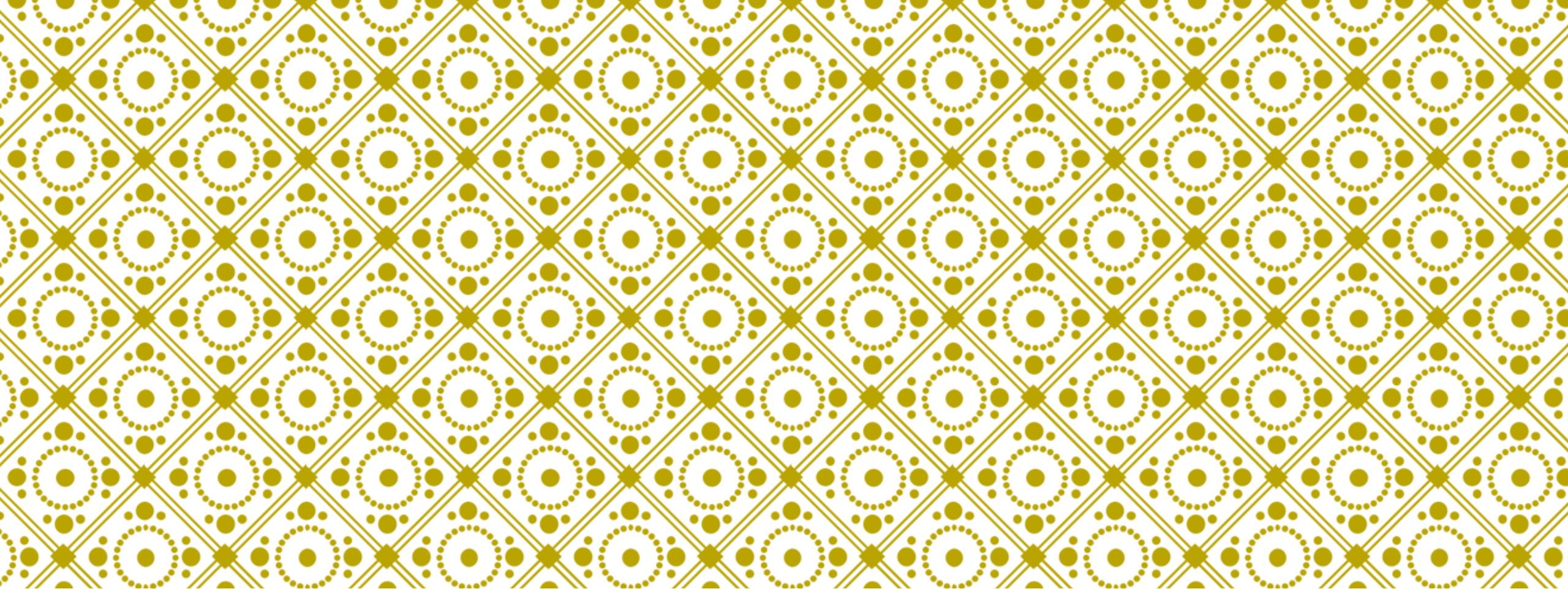
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# NEXT STEPS TO JOIN US

Here's what you need to do to  
join us

# NEXT STEPS TO JOIN US:

**STEP #1** - To join this online resource, please e-mail the following scanned documents to [stephanie.freelancerartist@gmail.com](mailto:stephanie.freelancerartist@gmail.com) (This email add only for document submission, not correspondence).

These are the requirements you have to send via e-mail.

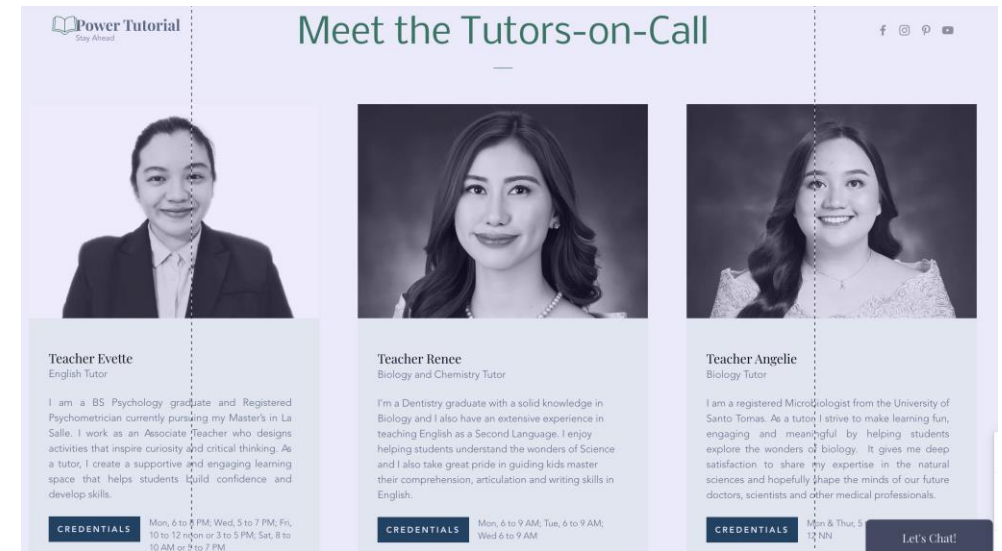
- 1) Transcript of Grades, scanned copy in color.
- 2) Diploma, scanned copy in color.
- 3) Any government ID **with a picture and signature**, scanned copy in color. (not valid if no picture and signature).
- 4) A soft copy of the picture you want to upload in the website, so that the client can see your face before she selects you and book a tutorial session with you. Please opt for a formal photo, not a candid shot.
- 5) A one-page CV or Resume in **editable word file** format.

**STEP #2** - Directory Form: Please fill up the Google Form for the Tutor Directory. Please see link below: <https://docs.google.com/forms/d/e/1FAIpQLSd3zaA8QTxQTBrW4hz9dl3TdWqHLN153V4a4Pi3mDMtfCGXWA/viewform?usp=header>

# NEXT STEPS TO JOIN US :

➤ The google form should have the pieces of information we need to create a tutor profile in the website for you. Please make sure you complete the form specially the following:

- ❑ Your qualifications.
- ❑ A 3 to 5 sentence narrative of your profile.
- ❑ What subjects you want to teach. Be specific.
- ❑ Indicate your 3 – 10 preferred tutorial schedules. Put in the Day of the week and specific time. Example: Mondays to Thursdays at 3 to 5 PM , Thursdays at 4 to 8 PM, Fridays at 1 to 5 PM



This is how the profile will look like online if you are selected to be included in the Premium Tutors.

# NEXT STEPS TO JOIN US :

➤ **Please note** : only applicants who does **ALL** of the following tasks below will be included in the roster of tutors:

- Submitted the complete list of required documents.
- Be able to attend the **recruitment meeting** (this is just one time for new recruits).
- Be able to attend the **affiliate orientation** (this is just one time for new recruits)
- Attends the virtual ZOOM coordination meetings that are held every now and then. This isn't held regularly, it is not all the time, only when needed. We mostly communicate via e-mail and Viber only.
- Can be easily contacted through e-mail.
- Quick to respond in Viber because bookings are confirmed via Viber.

# OTHER REMINDERS :

- If you have special certifications like **civil service eligibility, special PRC license or TEFL certificates** or any such thing, please include a colored scanned copy of that as well in the e-mail so that we can include that in your profile.
- Should you be shortlisted, we will create your website profile and send you a link so you can view and approve your website profile. We will also sign a contract.
- Please be notified that once you fill up the googleform and submit the picture and CV, we consider that as a consent to upload your picture and profile in the website. Should you change your mind and decide not to join, we cannot immediately take down your profile because technical changes have to be scheduled along with the rest of the website's development schedule. Right now, that might take about 6 to 12 months after the request is made to take it down. This lead time will be shorter later on, though. Now, should you really want to have it taken down immediately, we require a PHP500 minimal fee to cover the cost we spent to upload it and take it down from the website. Otherwise, it stays displayed in the website until the next scheduled tech changes but it will be marked "inactive member" so that no one will book you for a schedule. So, submit and apply only if you are serious about joining.

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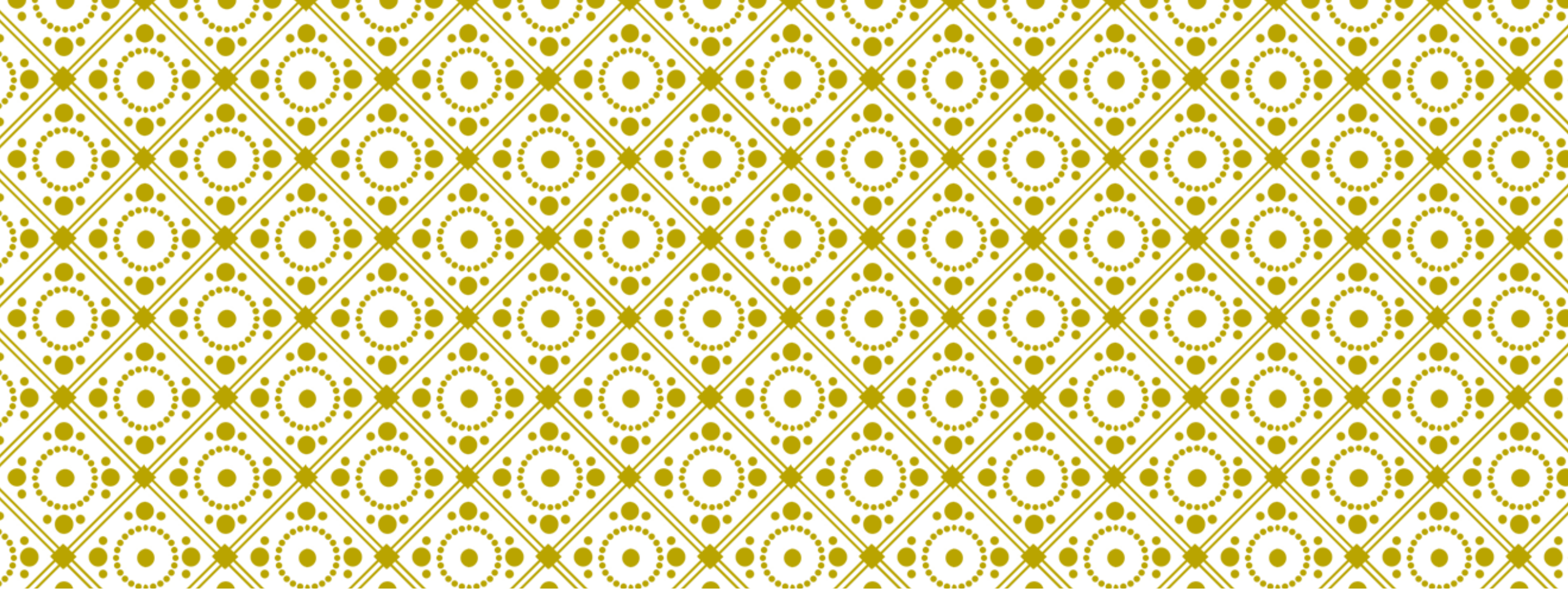
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# FREQUENTLY ASKED QUESTIONS

Power Tutorial details you need to know

# FREQUENTLY ASKED QUESTIONS:

**Question:** Who will create the instruction material?

**Answer:** In general, for **generic academic lessons**, the tutor will create the instruction material, she will just be provided with the learning objective, topic and reference material, it is up to her to prepare. The internet has a wealth of resource, it even has ready-made presentation materials and we trust that our tutors possess the academic expertise to sift through the junk in the internet and properly discern which are “correct” and “legit” references. Also, the reason we are inviting legit educators is in the hope that they have these materials readily available for their use already.

The material should preferably be in powerpoint but other formats are allowed, be it in word, PDF or excel, as long as it is readable, presentable and professional-looking.

# FREQUENTLY ASKED QUESTIONS:

**Question:** Who will create the instruction material if it is a special lesson/learning goal?

**Answer:**

For “**special lessons**” or “**customized lessons**” (which has a certain additional fee tucked in, to be paid by the Power Tutorial customer), Power Tutorial will provide the tutor with a screenshot of the materials but putting together the powerpoint is still the tutor’s responsibility.

Special Lessons have a certain additional fee tucked in, to be paid by the Power Tutorial customer.

Details and terms to be handled on a case to case basis.

# FREQUENTLY ASKED QUESTIONS:

**Question:** Will the tutorial session be recorded?

**Answer:** It is the prerogative of the tutor. She has to let us know if she wants it recorded or not. She has an option to decline without the need to provide an explanation and Power Tutorial will respect that. However, should she permit it to be recorded, we will archive it and if the lesson is executed in a professional and engaging manner, Power Tutorial reserves the right to edit the video, repurpose it and make it available to the public for a fee but the following will be done:

- The tutor will be given a modest royalty each time it is used commercially which is 30% of the **net income** that will be derived from the commercialization of the material.
- The identity of the student will be hidden/protected by editing out his/her image, name or any identifiable information.

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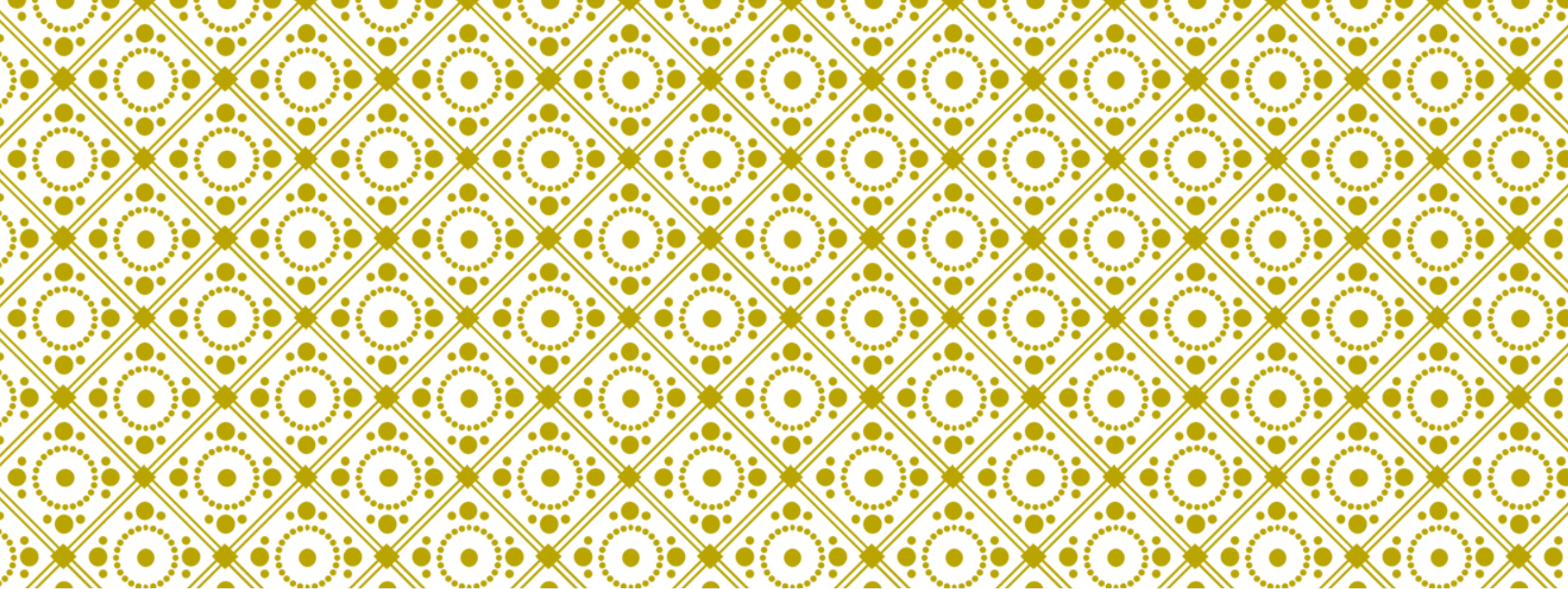
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# GROUND RULES

Let's keep it fair

# CANCELLATION

- The Freelance Tutor should commit to honor his/her confirmed booking schedule. Should the Freelance Tutor cancel within 36 hours before the tutorial date and should the Booking Student demand a refund, the Freelance Tutor commits to cover the refund of the downpayment.
- However, should the Booking Student agree to reschedule, then the Freelance Tutor need not cover the refund but she will agree to a 10% discount on his/her portion of the tutorial fee to placate the Booking Student for the inconvenience.

# POACHING

**Poaching.** The Freelance Tutor commits not to poach any Booking Student from the services of the website. The Freelance Tutor should respect Power Tutorial's business by not soliciting the business of the booking students by enticing them to book tutorial services outside of the website's authority and avail of tutorial services directly from him/her. The Freelance Tutor is also not allowed to give out any of the following to the booking student: his/her full name, contact number, email address, any social media account or any identifiable information to prevent the Booking Student from directly availing of her services. Breach of this agreement entitles Power Tutorial to a monetary compensation from the Freelance Tutor worth one (1) year of estimated business from the same Power Tutorial client.

# IMPORTANT NOTICE:

All Cavant payments are **only accepted through deposit to the authorized Cavant Corporate Account passbook only Savings Account**. Payments can be made Over the Counter, via online banking or fund transfer, but it has to be deposited to this bank account only. Payments through other bank accounts or payment channels will **not** be accepted. Cash and/or Cheque payments paid in person will **not** be accepted, it has to be deposited to the authorized Cavant bank account and this bank account number is indicated in the contract signed by the Lead Consultant. Only the Lead Consultant is authorized to sign any contract or issue any receipt in behalf of Cavant Consultancy and these contracts are signed only by the Lead Consultant on-site in a face-to-face meeting. **No other representative** has been authorized to represent Cavant and sign any agreement or contract in behalf of Cavant nor is anyone else authorized to accept payments in behalf of Cavant or execute any financial transaction in behalf of Cavant. This payment rule applies not only to the consultancy business but also to the following Cavant brands and sister companies --- Clerica, Canterbury Academy, Lingua Franca, Biblioteque, Maldita Speaks, Power Tutorial. There is only one authorized bank account for all Cavant payments including sister companies.

There are only two modifications to this payment rule which is in the case of Power Tutorial and MOD, wherein for these two only the 25% downpayment - which serves as Consultant's Fee - is paid to the Cavant bank account, because the 75% balance payment is paid directly to the tutor ( for Power Tutorial) or client ( for MOD).

This notice is communicated in all Cavant materials---website, contracts, e-mails, mobile messages, receipts and all marketing materials such as brochures, letterheads and proposals.

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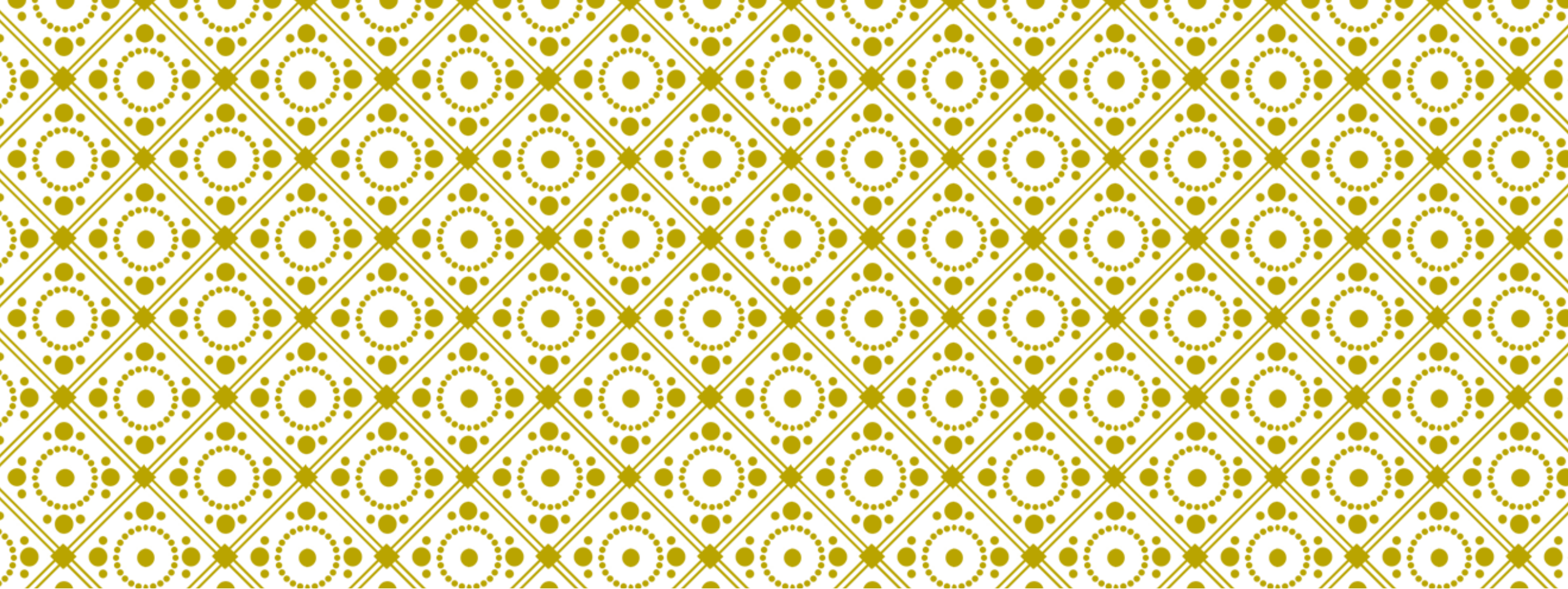
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# ABOUT THE PUBLIC DIRECTORY

A Special Section in the Website  
for Apprentice Tutors

# WHAT IS A PUBLIC DIRECTORY?

This public directory provides a selection of Apprentice Tutors but, unlike the featured tutors, they are **not yet official PT tutors but are alternative tutor options**. Apprentice Tutors, however, offer a slightly discounted rate, which varies per Apprentice Tutor.

Apprentice Tutors who consistently receive positive reviews from their students are eventually recruited to become an official Power Tutorial tutor and moved up to the Main Tutor page.

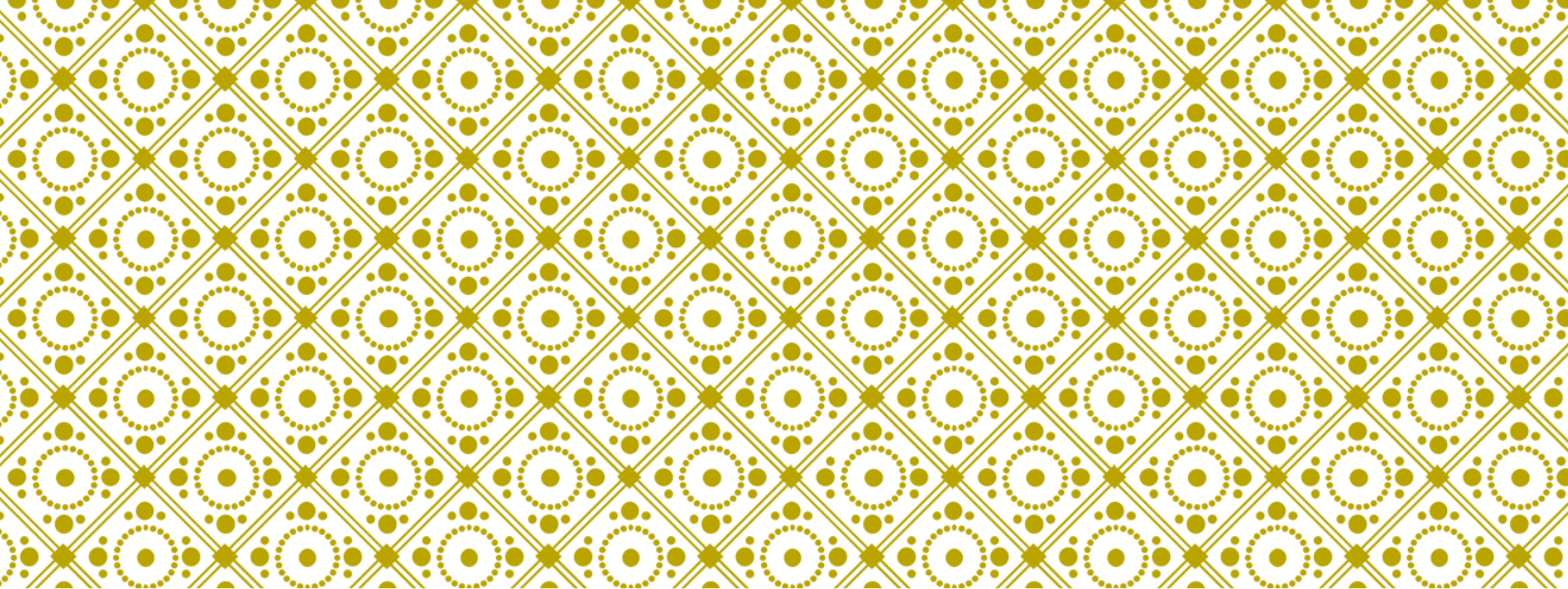
The Apprentice Tutor discount rate is decided on by the Apprentice Tutor, but it is recommended that it does not go lower than 5% to be tangible.

# HOW IS SOMEONE ASSIGNED TO BE PLACED IN THE PUBLIC DIRECTORY INSTEAD OF THE MAIN TUTOR PAGE?

Tutor applicants are ranked according to qualifications such as the following:

- Master's Degree
- PRC License like LPT (Licensed Professional Teacher)
- Other professional licenses like Engineering, RMT, PRC license in Accounting, etc.
- If a graduate of a prestigious University ( includes the top 5 or top 10 universities, or well-known ones)
- Years of teaching experience

Applicants who are ranked out based on these qualifications are edged out of the Main Tutor Page and placed under the Public Directory as an Apprentice Tutor. Apprentice Tutors, instead of being eliminated, are given a chance to be selected by Power Tutorial Customers by offering a small discount. Positive reviews from Booking Students will allow Apprentice Tutors to move up to the Main Tutor Page.



We hope to receive your scanned documents and other requirements in the next five (5) working days upon receipt of this orientation material via e-mail, so that we can include you in this batch. For questions, send a Viber message to 0956-400-1626.

**QUESTIONS?**