

Elklan Independent Tutors

Thank you for your enquiry regarding Elklan Independent Tutor status. This information sheet seeks to provide you with information about our new service delivery model, if you have more questions after reading this please contact lizelks@elklan.co.uk.

Elklan is setting up a network of Independent Tutors in response to changes of Government funding. In future schools and clusters will be able to commission services and this includes training courses in the speech, language and communication need (SLCN). Elklan has already had a number of enquiries to ask us to provide quotes for delivery of courses to staff working in mainstream primary and secondary schools, two of which have resulted in work for independent colleagues.

To meet this demand Elklan is asking interested tutors to apply to join a network of Independent Tutors who can be invited to deliver courses on our behalf. To ensure consistency of course delivery, pricing and administration Elklan Independent Tutors will agree to a core set of principles. These are outlined in a manual and will be explained during an induction training session. To apply to become an Elklan Independent Tutor please apply online. Previous experience of delivering Elklan courses will be advantageous although not essential.

Tutors who wish to join the network will:

1. Attend an induction session – dates will be advertised on the website.
2. Agree to abide by the Elklan Independent Tutor terms and conditions
3. Agree to attend at least one meeting a year to collectively review policies, and professional standards for the network.
4. Act as ambassadors to promote Elklan in your locality.

To support the Elklan Independent Tutor Network Elklan will:

1. Hold induction sessions via web based training. Successful applicants to join the Elklan Independent Tutor Network will be required to attend an induction session.
2. Market Elklan Training to increase the number of courses directly commissioned through Elklan which will increase the opportunities for Elklan Independent Tutors.
3. Attend national education shows to advertise and raise the profile of Elklan training.
4. Provide members of the Elklan Independent Tutor Network with marketing materials.
5. Maintain a database of Elklan Independent Tutors.
6. Match up courses with tutors ensuring the system is transparent and open to scrutiny.
7. Inform schools about delivery options available, ranging from 10 weekly sessions to three intensive days. Tutors will be asked to indicate whether they would be willing to travel.
8. Negotiate with the funders.
9. Ensure access to a data projector and laptop.
10. Be available to provide support to Elklan Independent Tutors via phone or e-mail.

11. Pay Elklan Independent Tutors to deliver courses but will retain a percentage of the fees to finance the advertising, administration and on-going support to ensure the success of the Network.

A few additional notes:

Tutors who have been funded by their employer for the initial Elklan Train the Trainer course must ensure they have the agreement of their employer to offer training as an independent tutor.

Tutors must ensure that they declare any potential conflict of interest to their employer.

Tutors employed by the NHS or Local Authority must inform their employer of the courses they are running in their locality. You will not be employed by Elklan, you will need to be registered as self employed for the purposes of this work and manage all your tax

Independent Elklan Tutors will need to purchase the appropriate training manuals and DVD's from Elklan.

Elklan is unable to promise that Elklan Independent Tutors will be given work but we will market the courses as effectively as possible and ask Independent Tutors to be ambassadors on our behalf in their locality.

If you would like to apply to join the independent Elklan tutor network please fill in the attached application form and email it to lizelks@elklan.co.uk. Elklan reserves the right to not accept all applicants; you will be informed within two weeks of our receiving your application if you have been successful.

With thanks for your continued interest in Elklan.

Kind regards,



Liz Elks and Henrietta McLachlan
January 2013

Application form to join the Elklan Independent Tutor Network

Name
Address
Email address: Please ensure that you are able to receive information about independent work at your postal & email addresses and by phone.
Date and title of initial Elklan training
Elklan courses run with course codes:
I am competent to teach the following courses – delete as appropriate:
Speech and Language Support for Under 5s
Speech and Language Support in the classroom
Speech and Language Support for 11-16s
Speech and Language Support for verbal children with ASD
Communication Support for children with complex needs
Speech and Language Support for post 16s
Supporting children with hearing impairment
Supporting children with verbal ASD

Supporting children with unclear speech.
Let's Talk with Under 5s
Let's Talk with 5-9's
Lets Talk Together
Please state relevant experience in the field for each course you have state you are able to teach. Please continue on a separate sheet if necessary
I am willing to travel within 30 miles 50 miles 100 miles Across the UK. Please delete as appropriate
I have informed my employer of my application to become an Elklan Independent tutor Yes/No
I agree to abide by Elklan's terms and conditions as posted on the website. Signed:
Date

Elklan will inform you as to the success in joining the Elklan Independent Tutor Network within four weeks of receiving your application form.