



LDA Consultant Guidelines

Website: www.ldaustralia.org

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1. LDA CONSULTANTS

LDA is an association of teachers and other professionals dedicated to assisting students with learning difficulties through effective teaching practices based on scientific research. LDA Consultants have experience as classroom teachers and post-graduate university qualifications with a significant focus on Learning Difficulties, (LD). LDA Consultant Tutors provide private tuition to students and adults with learning difficulties.

2. CODE OF ETHICS

a. Consultants to abide by ethics

Consultants must agree to abide by both the general *LDA Code of Ethics* for all LDA members as well as those Ethics items which are specific to Consultant Members. (*refer to the LDA Code of Ethics*) It should be noted that unethical practices must be reported to the Convenor of the Consultants' Committee, who will refer the matter to the LDA Executive Committee for further investigation if needed. Such matters will be kept confidential.

b. Use of Term Registered Consultant

Consultants may use the term '*Registered LDA Consultant*' for personal advertising but for legal reasons, the LDA logo may *not* be used for this purpose.

c. Ethics relating to the use of Media

i. Social Media Use

LDA members must uphold the values and aims of LDA and not bring our association into disrepute through misuse of social media. Refer to *Code of Ethics* document for details. LDA members should keep separate personal and professional accounts, profiles, and email addresses; ensure confidentiality and privacy, including not 'forwarding on' messages or sending to insecure phones or accounts; and agreeing not to allow testimonials or online reviews.

ii. Use of Signatures and Qualifications on Websites and Emails

LDA Consultant websites and emails are expected to look professional. Therefore Consultants who have a dedicated teaching/consulting website, and Consultants who place a 'signature' at the end of email messages, are expected to list in these only items related specifically to their professional teaching work, and to refrain from including membership of unrelated organisations or their other interests and/or businesses.

iii. Storage of Information

Storage of information - Storing details of clients, such as names and contact details must be kept safe. This applies in particular to records on computers and especially on

lap-tops or tablets which are more likely to be lost or stolen. Safe storage apps are one way, or use of USB memory sticks to safely store client information.

3. LDA CONSULTANT TUTOR ELIGIBILITY

a. Eligibility

Refer to full details of eligibility on the website www.ldaustralia.org Consultants, LDA Consultant Membership.

b. Registration

Registered LDA Consultant Tutors provide private tuition to students who have learning difficulties. Adequate qualifications, experience in LD, and annual LD related professional development are some of the criteria required to become a Consultant Member.

c. Consultants with Government Employment

In the case of Victorian Consultants, full time government employees should seek permission to undertake outside employment. (*Refer to Education and Training Reform Act 2006, section 2.4.30*). Many private schools have similar restrictions. If you have any question, it would be wise to consult your principal.

d. Leave of absence

LDA Consultants may take leave of absence for a period of 3 years without re-establishing their credentials. It will be necessary however, in order to recommence as an LDA Consultant, to submit a renewal form for Consultant Membership, with current and valid National Police Check and proof of insurance cover, and relevant LD-focused Professional Development undertaken.

4. RENEWAL PROCESS

a. Online access

Consultant member renew information is at: <https://www.ldaustralia.org/consultant-pd-forms.html> Members can log in to the Members Only Section of the website to update their personal details or pay their annual membership fee.

b. Specific Annual Reporting

Refer to website Guidelines for specific annual reporting requirements of PD details PD - <https://www.ldaustralia.org/consultant-pd-forms.html>

c. Renewal Timeline

Consultants joining after 1 January 2015 will renew on the anniversary of their being accepted as a consultant member. Consultants who joined prior to 1 January 2015 will renew at the start of each new calendar year. Note that LDA group insurance is based on a financial year so due around July.

d. Renewal Reminders

Consultants are sent a reminder prior to the due date with full details of requirements and the documents to submit with their renewal. Because of the extra administrative costs involved in processing overdue renewals, Consultants are requested to renew on time.

e. Professional Development Points

Consultants need to complete 20 points of relevant professional development annually. It is the responsibility of Consultants to ensure they will achieve this over the year prior to renewing. If this is your first renewal, remember that most of the PD you submit must be closely related to learning difficulties. You must have undertaken 10 points' worth of PD that is 'Approved' (i.e. very specific to LD), and 10 points for other appropriate PD. Consultants are requested to submit only the most appropriate 20 points' worth.

5. INSURANCE

Refer to *Insurance for LDA consultants* on the website for details at: <https://www.ldaustralia.org/client/documents/Website%20INSURANCE%20%20InfoFOR%20CONSULTANT%20MEMBERS.pdf>

- a. It is **mandatory** for all LDA Consultants teaching privately to have valid and current proof of both Public Liability and Professional Indemnity Insurance when registering initially as a LDA Consultant Member or renewing their annual membership, (Home public liability insurance does not cover any incident that occurs in the course of business conducted at home premises).
- b. A LDA group scheme for LDA Consultants provides insurance at reasonable cost.

6. LDA ONLINE TUTOR SEARCH (OTS) REFERRAL SYSTEM

Refer to website for full details: www.ldaustralia.org at: <https://www.ldaustralia.org/tutor-referral-services.html>

- a. LDA Consultants may take on clients from any source and certificated LDA Consultants may register with the Online Tutor Search (OTS) as a source of clients.
- b. Once registered for OTS, the LDA Administrator enables access to the website OTS database and provides the Consultant with secure access to their Personal Profile.
- c. Online Consultant Member personal Tutor Profiles, accessed through the website Members Area requiring your password, may be updated any time, including opting in and out of OTS as personal circumstances dictate. *click here* for Tutor Profile Procedure HELP
- d. Consultants who do not meet all annual renewal requirements by the due date, will be removed from the OTS after 30 days. Access can be restored by contacting the Administrative Officer at ldaquery@bigpond.net.au once reregistered.

7. CONTACT WITH PERSON MAKING A REQUEST

The term '*parent*' will be used in this document for all who request help via LDA

- a. Requests for help from any source should be responded to as quickly as possible. If the request is an OTS referral, the Consultant must respond personally.
- b. The needs of the student and parent/s must be of primary consideration when deciding if you can meet these needs yourself. It must be remembered that any student accepted from an LDA source by an LDA Consultant, *should be taught individually and only by the LDA Consultant to whom the referral was directed. Permission to teach a group must be sought from the current Consultant Coordinator and, if permission is granted, the group must be taught by the LDA Consultant.*
- c. If you are unable to teach the student personally, refer the parent or guardian back to the OTS or to another specific Consultant, if s/he is considered the best option for this student.
- d. If a suitable time can be arranged for sessions and the parent wishes to proceed, it is wise to ask the parent if they have any more questions and then set up the starting date to see the student and parent.
- e. Provide a welcoming environment. Be organised with paperwork ready for the parent/s and collect further information on the student in writing.
- f. Provide an outline of yourself and your services and mutual expectations.

8. YOUR SERVICES AND EXPECTATIONS

- a. Remember that you are responsible for a duty of care to provide adequate supervision and physical conditions on your premises to ensure the safety of students and parents.
- b. A contract with the parent is advisable. Avoid possible liability by having parents sign and date a statement, in which they agree to have read and understand your policies and the conditions stated. The Consultant might also state his/her role. Although desired outcomes may be put in writing, do not make definitive promises or predictions which may not be fulfilled. Both parents and Consultant should sign and retain a copy of this contract. You may wish to refer to the Sample Contract in the *Appendix* but you need to develop one of your own that fits your particular services and needs. Relevant written information you might choose from are as follows:
 - i. The services or programs you are offering in the light of information provided by parent and student, and your own interpretation of needs
 - ii. Arrangements for sessions to suit both parties, including frequency, length of sessions
 - iii. Method of payment (weekly, monthly, term, blocks of number of sessions) and details of fees

- iv. Your policy re cancellations - indicate degree of flexibility or otherwise, e.g. twenty-four hour notice for non-attendance is requested, otherwise a fee might be charged
- v. Your policy re absence, late notification of absence ; early arrivals and late pick-ups
- vi. The need for parents to ensure you are physically present before leaving a student at your premises
- vii. Your arrangements regarding the presence or otherwise of parents in sessions / waiting on the premises
- viii. What you provide and/or any likely additional expenses, e.g. a report
- ix. Alert to the possibility for further referral if relevant
- x. That you will provide receipts for payment of service

9. SETTING YOUR FEES

- a. LDA Consultant Tutors operate their own private practices and set their own fee structures, taking into account their qualifications, experience, and cost of running the business. Fees charged by Consultants range from \$70 per hour to \$150 per hour.
- b. Business expenses such as travel, rent, equipment, heating, lighting, air conditioning, insurance, professional development, professional library, stationery and clerical expenses should be taken into account.
- c. Suggested format for fee statement, (amend to individual requirements).

Example of fee schedule

Consultation & Assessment	\$ _____ per
Specialist Teaching Sessions	\$ _____ per
Reports	\$ _____ per hour
School visits	\$ _____ per hour
Cancellation fee unless alternate session attended	\$ _____

10. INFORMATION TO COLLECT

The list below provides a range of the sort of information you might wish to collect as appropriate. In correspondence with agencies, select only sections that are appropriate to the recipient.

General information

- Name of student
- Student's date of birth
- Name and contact details of parent/guardian
- Addresses and telephone numbers
- Parent/s' occupation/s
- Source of referral
- Reason for referral
- Year level of student

School

- School, address, telephone number

- Email addresses of relevant teacher/s or other professionals involved
- Permission to contact teachers or other specialists involved

Student's school history

- Pre-school
- Changes in school
- Repeats and/or problems
- Behaviour characteristics as seen by parents/teachers
- Relationship to teachers
- Long or frequent absences
- Social situation

Family history

- Siblings' ages and schools
- Family structure where relevant, e.g. blended or one-parent or other arrangement
- Any significant relatives or friends who may be involved
- Issues that may be impacting on the student's difficulties, e.g. emotional traumas, deaths, change of home
- If history of LD is in the extended family

Medical history

- Birth
- Progress (in parent's opinion)
- Illnesses and hospitalisations
- Specialist contact/s, e.g. speech therapist, psychologist, paediatrician

Assessments

- Previous assessments, e.g. psychology, speech, paediatric
- School reports, NAPLAN, other assessments
- Your own assessments, formal and informal

11. YOUR TUTORING PROGRAM

- Outline your particular strategies and possible program you plan to implement but which may change in the light of as yet unseen needs of the student.
- Keep up to date with *evidence-based research* on learning difficulties so that your tutoring reflects the best of explicit teaching. The LDA website has information and links to appropriate sources for all teachers.
- Explain homework policy.
- Explain parent involvement policy.
- Discuss school or specialist contact arrangements.
- Inform the client regarding stationery and other materials that may be required.

12. RECORD KEEPING

- Record Maintenance
Maintain thorough records and keep for seven years. Typical recorded information includes:
 - Assessments - details of tests administered, date of administering and result(s)
 - Notes from interview

- iii. Observations relating to the child's behaviour
- iv. Program & progress each session, e.g. tasks set, child's responses and results, other relevant comments, further assessments when needed
- v. Dates of contact with teachers, other specialists and parents and other information; copies of emails
- vi. Be aware of potentially difficult situations and record date/s and details

b. Storage of information

Storing details of clients, such as names and contact details must be kept safe. This applies in particular to records on computers and especially on lap-tops or tablets which are more likely to be lost or stolen. Safe storage apps are one way, or use of USB memory sticks to safely store client information.

13. REPORTS

- a. Provide reports that are appropriate to all recipients.
- b. Comments must be based on factual information and clearly stated as the opinion of the Consultant.
- c. Reports are the property of the parent and parents have the right to read any report concerning their children.
- d. Written parental permission must be obtained when requesting or relaying reports from/to other sources.

Suggested format for parent permission to obtain relevant reports:

I, Mrs B., permit Mr G....., LDA Consultant of .[address]....., to obtain from the School / clinic / specialist, a report concerning my son /daughter, to assist with assessment and planning a special education program.

Signed _____ (Parent / guardian) Date ____ / ____ /

14. CONTACT WITH SCHOOLS

- a. Show your willingness to communicate with the class teacher
- b. Contact with the student's school is recommended but is the prerogative of the parent
- c. Parent permission must be obtained prior to contact with schools
- d. Find out from parent who they wish you to contact. It may be the Principal or Year Level coordinator or the class teacher
- e. When visiting a school, you need to show some relevant identification, such as a copy of your current LDA consultant membership, VIT registration card. You may need to show your current *Working with Children* check
- f. If working as a Consultant tutor in the school, negotiate times that you will be in contact with the child. Where appropriate, provide schools with summary of program and progress
- g. Whether working in the school or in private premises, where possible, maintain regular contact.

NOTE: The next page contains a Sample Contract.

15. SAMPLE CONTRACT

Name of Business or Consultant

ABN

Address

Contact details

CONTRACT BETWEEN PARENT AND TUTOR

1. Tutoring arrangements

I (Parent) request that my child

be tutored once/twice per week for [length of session] on a 1:1 basis

on[day of week] from am/pm to am/pm

2. Payment of Fees

Fees for Tuition \$ per lesson

To be paid in advance [monthly or per term] Receipts will be provided.

Payment methods

1. By cheque made payable to :.....

2. By EFT. Banking details:

Account Name:

BSB:

Account Number

3. Cancellation of lessons and make up lessons

No fee will be charged for a lesson missed due to attendance at a school camp. Make-up lessons can be arranged for any missed and will be held at a mutually agreed time.

Late pick up will incur a fee of

I agree to the terms and conditions outlined above

Parent' Signature:.....Date.....

Consultant's Signature:.....Date.....