



**CERTIFIED TUTOR STATUS**

# **A ROAD MAP TO ACHIEVING CTS**

## CTS at a glance

An individual awarded with CTS (Certified Tutor Status) is able to demonstrate a good understanding of both the theoretical concepts of tuition as well as the practical aspects.

They are committed to upholding and maintaining high standards of tuition and adhere to the roles and responsibilities in accordance with the Myelin Academia Tutoring Standard (MATS).

### Standards overview

The tuition standards focus on two key areas.

#### PART 1: The role the tutor has to the learner

MATS 1.1: Promote independence & skill acquisition in learners

MATS 1.2: Adjust teaching & learning to reflect the bespoke needs of the learner

MATS 1.3: Develop a safe, positive & confident learning environment

#### PART 2: The responsibility the tutor has to themselves

MATS 2.1: Act with integrity & professionalism

MATS 2.2: Provide specialist educational support

## What are the requirements for achieving CTS?

All tutors aspiring to achieve CTS will need to complete the following steps:


- 1 Tutor Training**  
Complete the Level 3 Award in Tutor Training Theory 'PRESET'
- 2 Tutoring in-situ**  
Conduct a minimum of 5 hours tutoring a client
- 3 Client Feedback**  
Obtain a student evaluation & testimonial from the client
- 4 Evidence Portfolio**  
Submit lesson plans for these sessions as well as the option to submit a completed Tutor Workbook from the Level 3 Award in Tutor Training Theory 'PRESET'
- 5 Professional requirements & continued development**  
Provide evidence of a current DBS & feedback on a CPD event that has contributed to subject specialism or wider tuition practice

# 1

## Complete the Level 3 Award in Tutor Training Theory 'PRESET'

The Level 3 training is a self-guided 6–8 hour online training. It is designed to teach the fundamental skills that underpin all great educators. The central units include:

- An introduction to **Safeguarding** & getting to know the Next Generation
- **Psychological Research** including deep processing, techniques that facilitate short term memory into long term memory & the impact this can have on teaching & learning
- **Executive Skills** including barriers to learning, executive skill weaknesses & intervention strategies to develop these
- **Educational Techniques** including outcome-focused teaching & learning, student-centred pedagogy & scaffolding techniques
- **Good Practice** including language friendly teaching, developing a growth mindset, providing effective praise & feedback

You can purchase the Level 3 training via the following link: [Level 3 Award in Tutor Training Theory 'PRESET'](#) 

## 2

### **Conduct a minimum of 5 hours tutoring a client**

Tutors need to work with a client for a minimum of 5 hours to allow an opportunity to implement some of the skills they acquire during their Level 3 Award in Tutor Training Theory 'PRESET'

These 5 hours must be logged after the L3 training has been completed and cannot be backdated.

The tutor and client will be asked to record the dates & duration of these sessions. Where necessary, an affiliate agency may record this on behalf of the tutor.

If a new tutor is looking to be paired with a client we can arrange this through one of our affiliate agencies.

# 3

## **Obtain a student evaluation & testimonial from the client**

On completion of these practical hours, the client will be asked to complete a questionnaire that will assess how accomplished the tutor's teaching has been during these sessions. This provides an opportunity for the tutor to receive feedback & reflect upon their practice.

The client will also be required to provide written feedback as a testimonial based on these 5 practical hours and provide a 'star' rating.

Wherever possible this should be provided by the client who received the tuition. In the case of working with primary school children, this can be directed at a parent or caregiver who has organised the tuition.

The overall star rating provided by the client should be no less than 4/5 stars, otherwise, the tutor will be encouraged to repeat this process of reflection and growth until this is met.

# 4

## **Submission of lesson plans & 'PRESET' workbook**

As part of a tutor's evidence portfolio, they are required to submit the lesson plans to accompany the practical hours they worked alongside their client.

These should reflect the individual needs of the learner and work towards achieving a common goal.

It is optional to submit a completed 'PRESET' tutor workbook. This is available for tutors to download from the Course Introduction as part of the Level 3 Award in Tutor Training Theory 'PRESET'.

# 5

## **DBS & CPD**

### **Disclosure & Barring Service**

In keeping with the Tutoring Standards, the tutor has a responsibility to act with integrity and professionalism. Part of this responsibility is to comply with child protection & safeguarding policies and maintain an up to date DBS record. Tutors will be required to submit details from their DBS, which should be dated within the last 2 years.

### **Continued Professional Development**

Tutors should seek opportunities for professional development and training within the broader educational sector. They are required to feedback on a CPD event that has contributed to their subject specialism or wider tuition practice.

For any questions or further information please email [info@myelinacademia.com](mailto:info@myelinacademia.com)