

Welcome to Power Tutorial !

Thank you for applying !
Let us introduce ourselves !
Please open your camera.

Power Tutorial

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.

- What is Power Tutorial ?

- Income Structure

- Next Steps to Join us

- Frequently Asked Questions

- Ground Rules

- Special Items for Public Directory Tutors

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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Income Structure

How much will YOU earn?



- 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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Next Steps to Join us

Here's what you need to do to join us



Next Steps to Join us:

STEP #1 – SUBMIT DOCUMENTS. Send a scanned copy in color of the following documents to stephanie.freelancerartist@gmail.com.

- 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.
- 6) A signed Alliance Academy Membership Form.

Next Steps to Join us:

STEP #2 – REGISTER AS A WEBSITE MEMBER. Register as a Member in **the www.myBiblioteque.com** website. Once you are a site member, you will be able to create an online profile in Power Tutorial.

To do this, follow the instructions below:

1. Go to www.myBiblioteque.com
2. Click on the Member Log-in and sign-up as a Member. Wait for the membership approval.
3. Once you are a member, you can create a Tutor Profile but this profile will only appear in the Public Directory, not the Power Tutor Page, and it will stay there until you pass the screening and get accredited as an official Power Tutor.

STEP #3- CREATE AN ONLINE PROFILE. Once you are a site member, all tutor applicants may directly create a profile in the Public Directory by filling up the form in the Create your Tutor Profile page in this link: <https://www.mybiblioteque.com/create-your-tutor-profile> .

Next Steps to Join us:

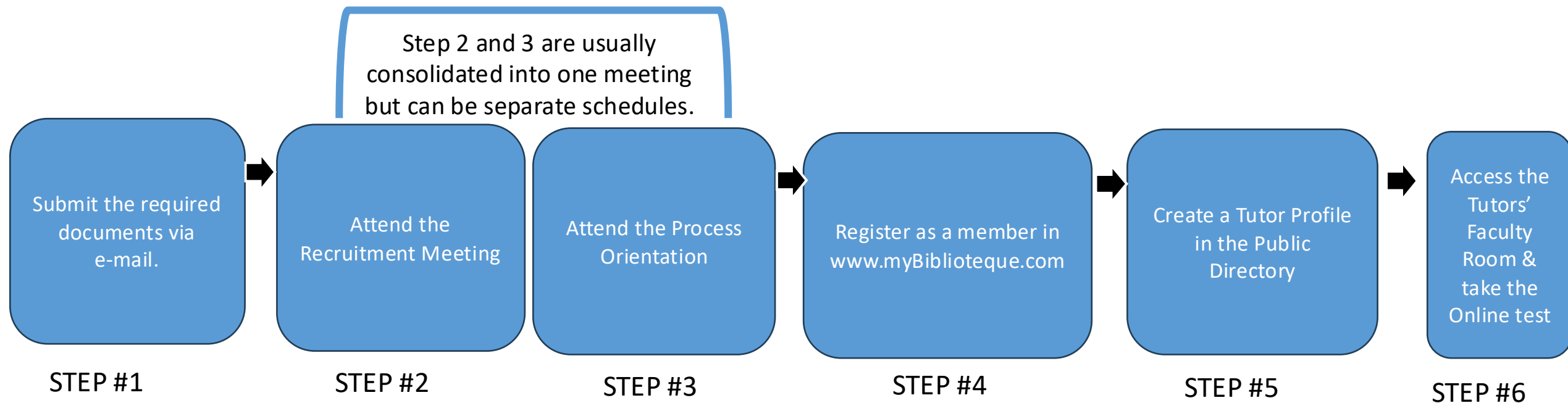
STEP #4 - TAKE THE ONLINE TEST. Once your membership is approved, you may now enter the Tutor’s Faculty Room where you can do your self-study e-Learning Training and take the online test through the link in the Announcements section of the Tutors’ Faculty Room.

REMINDERS:

- Please remember that to be able to create a tutor profile, the system requires that you are a website member of the www.mybiblioteque.com website first. It’s easy to register, just sign-up by clicking the Member log-in icon.
- Inclusion in the Public Directory only makes you an Apprentice Tutor, which is not an official Power Tutor, yet.
- However, the Public Directory sign-up will queue your profile for possible inclusion to the Power Tutor Page which is the main Tutor Page of official Power Tutors and is more prominently displayed in the website.
- An applicant will automatically be upgraded to the main Power Tutor page as soon as their documents are evaluated, ranked and found qualified more than the other applicants.
- Passing the test will increase your chances to be included in the main Power Tutor page.



Next Steps to Join us:



Note: You cannot Create a Tutor Profile unless you are a Website Member in www.myBiblioteque.com

Power Tutors versus Apprentice Tutors

Important note :

Apprentice Tutors in the Public Directory are different from official Power Tutors located in the Meet the Power Tutors page because official Power Tutors already complied to and passed the screening requirements while Public Directory Apprentice Tutors has not been pre-screened because they merely signed up for inclusion in the Public Directory.

However, inclusion in the Public Directory is the first step in trying to become a Power Tutor should a slot open up because the Meet the Power Tutor page is subject to a limited number of seats.

Apprentice Tutors are not Business Associates but Power Tutors are official Business Associates.

How to Earn Business Associate Status

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

- ☐ Submitted the complete list of required documents.
- ☐ Able to attend the **recruitment and orientation meeting**.
- ☐ Registered member in the Virtual Office and passed the online test.
- ☐ Created a tutor profile in the Public Directory through the Create your Tutor Profile page in the website. This is the link: <https://www.mybiblioteque.com/create-your-tutor-profile>
- ☐ Attends the online virtual 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 and Viber.
- ☐ The Apprentice Tutor should be selected to fill an available slot that might open in the Meet the Power Tutor main page. This is a limited number of slots.

NOTE: Apprentice Tutors are not Business Associates but Power Tutors are official Business Associates.

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.
- Please be notified that once you submit the picture and CV, we consider that as a consent to upload your picture and profile in the POWER TUTOR main page of 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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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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Ground Rules

Let's keep it fair



- 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.** 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.





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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 has high qualifications or those who consistently receive positive reviews from their students are eventually moved up to become an official Power Tutor and moved up to the Meet the Power Tutors page. This is also subject to availability as the Meet the Power Tutor page has a limited number of seats.

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 Meet the Power Tutor page and are retained under the Public Directory as an Apprentice Tutor until an available slot opens in the Meet the Power Tutors page.

Questions?

