

'Those who teach, must never cease to learn'.

# ONLINE TUTORING SET-UP GUIDE

This is a helpful guide to those looking to start tutoring remotely. I've listed all the equipment, resources, marketing, administrative tips for you to read.

## Administration

### Media:

#### **ONBOARDING PACK FOR PARENTS:**

- ◆ Student information
- ◆ Contact information
- ◆ Bank Payment details

#### **DBS CHECK**

### **INSURANCE:**

- ◆ Teacher's Insurance
- ◆ Tutor Insurance

### **Payment/invoicing/tax/Accounting**

- ◆ Quickbooks
- ◆ Self-Employment registration with HMRC

### Website information

N/A

Visit website for registration and cost:  
<https://www.gov.uk/dbs-update-service>

<https://neu.org.uk/>  
Alan Boswell—  
<https://www.alanboswell.com/>

<https://quickbooks.intuit.com/>  
<https://www.gov.uk/working-for-yourself>

ACTIVESTUDY

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