

HOW TO USE YOUR ATA MEMBERSHIP

USE OF THE LETTERS ATA:

- ◆ Members are entitled to use the letters MATA (Member of the Australian Tutoring Association) in all advertising and promotion.
- ◆ The use of these letters distinguishes members from non members and enables consumers to make an informed choice.
- ◆ The benefits arising from the use of the letters are derived from the strength and consistency within which the members apply and advice by the ATA Code of Conduct. Thus all members need to be ardent supporters the ATA Code of Conduct.

◆ ASSOCIATE MEMBERS:

- ◆ For associate members the same benefits may be derived and the same expectations apply.

◆ USE OF THE ATA LOGO:

- ◆ Is a branding feature intrinsic to the association. Again, this may be used in advertising and promotion by members in order to:
- ◆ Distinguish them from non members.
- ◆ Indicate an adherence to the highest ethical principles.

ATA RESEARCH & POLICIES

The ATA is committed to conducting research into tutoring and issues related to the education of children. In the course of research, the ATA will develop policy statements in order to better articulate the standards articulated in our Conduct of Conduct. At present, policies being developed in the areas of:

- ◆ Support for the disadvantaged
- ◆ Tax deductibility of tutoring
- ◆ Research on the efficacy of tutoring
- Statistical information in regards to growth and trends in the industry

LOCATION

The Australian Tutoring Association (ATA) Ltd. Head Office is located at 6 College Street in Croydon, NSW.

TRANSPORTATION

Train

Catch a train to Croydon Railway Station and walk north over the bridge into the PLC Campus

Hours of Operation

Tuesday 10.00 am — 1.00 pm
Thursday 10.00 am — 1.00 pm

When the office is unattended a voice message may be left.

Or Email : mlopez@ata.edu.au



ATA Australian Tutoring Association

Australian Tutoring Association (ATA) Ltd.

P.O. Box 256

Croydon NSW 2132

Phone: (02) 9704 -5724

Fax: (02) 9704 5677

Email: mdhall@ata.edu.au

or

mlopez@ata.edu.au

ABOUT THE AUSTRALIAN TUTORING ASSOCIATION



The Australian Tutoring Association (ATA) Ltd. has been setup in order to unify the industry nationally and to protect the legitimate interests of consumers. The aim of the ATA is to ensure that clients are provided with the best possible educational service by ethical tutoring organisations and practitioners. It does this through binding members to the ATA Code of Conduct.

Membership Inquiries

Inquiries may be directed to ATA Head Office on (02) 9704 5724. Inquiries by post may be directed to:

Australian Tutoring Association Ltd.

P.O. Box 256

Croydon NSW 2132

Or by email to

mdhall@ata.edu.au

or mlopez@ata.edu.au

CODE OF CONDUCT

The ATA Code of Conduct is a comprehensive document that may be downloaded from the website. A brief summary is outlined below.

Members of the ATA are obliged to ensure:

- ◆ That they use their resources for the best educational outcomes for students.
- ◆ That they will disclose the qualifications and experience of tutors to the client.
- ◆ That they engage in honest advertising. This includes not making misleading claims or using statistics in a way that could mislead.
- ◆ That they not engage in plagiarism in any form.
- ◆ That they have a refund policy which does not impose a cancellation fee of more than 10% of the total fee payable.
- ◆ That they disclose whether or not their programs are related to relevant State based Board of Studies curricula and syllabuses.
- ◆ That they give copies of any contracts used to the clients.
- ◆ That they use the formal complaints procedure in the event of a grievance brought by clients.

**For more information
on the Code of Conduct
please view www.ata.edu.au**

MEMBERSHIP TO THE AUSTRALIAN TUTORING ASSOCIATION (ATA) LTD.

- ◆ Lobbying the Government.
- ◆ Follow up of complaints made by the ATA on behalf of members to relevant regulatory bodies where appropriate.
- ◆ Information about trends in education and tutoring in Australia.
- ◆ The opportunity to be involved in research to 'map' tutoring in Australia – its development, growth, benefits and value to mainstream education.
- ◆ Joining a network of like-minded professionals who aspire to accountable and responsible practices in education.

ATA MEMBERSHIP AND MEMBER RESPONSIBILITIES

ATA membership carries certain responsibilities. Foremost the strict adherence to the ATA Code of Conduct. The Code serves both as a guide to members, as well as protecting them. Upholding the Code of Conduct should ensure that there is consistency and predictability for the practitioners and their clients.