

## Online eCoaching

A Pilot Project for an **online state of Art e-tutoring** is being launched in early 2018 for the first time in Pakistan. Currently, we are enlisting Experienced Tutors as part of this launching of this Project.

Tutors shall be able to work full or part-time from their home and various places from all over Pakistan who can give professional Video Live coaching lectures through this Platform to students located at various geographic locations. You don't have to go anywhere but our State of the Art Platform shall bring students to your home.

This e-Coaching shall be suitable for **1 to 1** or for **Group Tuition Coaching** as preferred by students / parents and agreed by the respective Tutor.

Good luck.

**Dr. Saleem Siddiqi**

LinkedIn

Progress is not an event, it's a process, a continuous process



### Tutors & Trainers

Find tuition jobs, build your teaching career, teach online courses

Sign Up

Learn More



## Tutor's Registration Guideline/Indemnity

LaoJee eCoaching invites all experienced and qualified Male-Female Freelance tutors to join its professional online Teaching team as Freelancer Tutors. The online service Platform provided by LaoJee eCoaching is highly selective, professional and free of charge for both tutors and students to arrange for **teaching and learning**. This makes LaoJee eCoaching an attractive platform for connecting professional tutors to potential students.

At LaoJee eCoaching **quality is the main goal**, thus it is aimed to rigorously select and collect only experienced and/or qualified tutors, rather than allowing open registration which possibly leads to collection of self-approval tutors who may not even have sufficient and appropriate knowledge and experience of tutoring.

According to our initial analysis, about half of applicants meet the necessary criteria to successfully register as a Freelance tutor [Tutor] at LaoJee eCoaching. While professional experience is the base of our selection, exception may apply to those with profound knowledge through holding multiple degrees or qualifications. Each application is assessed individually based on the experience, qualification, degree, grade, references, personal statement and career portfolio, and only those who we feel have the ability to offer the highest quality tutoring shall be chosen.

To add more recognition and prospect to your application, we strongly recommend to complete your personal statement and career portfolio carefully, write more about your experience and knowledge and describe your teaching techniques. Your personal statement should be original, not only in terms of using your own words and avoiding typical phrases, but also to make sure that it reflects your personality and aims. Another interesting outcome of our initial analysis indicates that profile of a tutor **with a recent picture is 8 times more likely to be viewed by potential students / parents**, therefore if you're serious about your tutoring job, it is strongly advised to attach your photo most recent HD [High Definition] picture to your profile. Providing your Video presentation clip in MP4 format of 1-4 minutes shall be uploaded over our website which will have better chances for you to get more Tuitions.

Once the initial registration form has been completed by Tutors and accepted by LaoJee, candidates will receive an email from us confirming acceptance and receipt of the application. The applications will be processed shortly after the submission and candidates will be informed about the outcome within 72 working hours, excluding weekends. If the application is successful, tutor's profile will be approved and displayed over our website. In addition, each successful Tutor will be allocated an internal rating score. These initial rating score is based on the experience, qualification, degree, personal statement and career portfolio.

For the unsuccessful applications, unfortunately we won't be able to provide comments or feedbacks, as we only accept one in five candidates among hundreds per week, and our human resource is limited.

Please provide two professional references [not related to you] with their email address, phone and mobile numbers and postal address who can verify your credentials.

Kindly note that LaoJee eCoaching acts as a Link between you and the Student who will rate you at the end of each class. The more honestly and diligently you will coach, you will earn high rating stars from your own students which will increase or decrease your own profile rating for attraction and availability of your future students. The higher the profile the more chances otherwise vice versa. Sample of this Student Confidential Rating Sheet is appended just for your information. When you finish your class with them please do **REMIND them** to fill their Rating sheet which would take hardly few seconds. However, please remain impartial and let them fill it by own without any pressure from your side:

CONFIDENTIAL
WRITE YOUR OWN REVIEW

## TUTOR's Lecture Performance

### Students Mandatory Review after Each Lecture

*How do you Rate his / her current Lecture*

	1 STAR	2 STARS	3 STARS	4 STARS	5 STARS
<b>Clarity</b>	<input type="radio"/>				
<b>Knowledge</b>	<input type="radio"/>				
<b>Politeness</b>	<input type="radio"/>				
	Bad	Fair	Good	Very Good	Excellent

Nickname\*

Student's ID #

Summary of Your Review

Note: You need to honestly review and Record this Rating for the Teacher. This will be recorded in Tutor's over Profile which will be used by all new aspiring Students to engage this Tutor. A Bad or Poor Rating will deprive him any further classes.

Submit Review

Our Computer based system shall automatically calculate and cater your overall Rating based on above student's feedback. This is only for your information.

Tutors are neither allowed to know students contact details nor allowed to pass on their names and contact details to student. Every class is recorded for quality control and if we find any student of Tutor violating this rule he shall be immediately ban from our Website for further coaching. LaoJee eCoaching has spent a huge amount to set up this online eCoaching facility for both Students and Tutors. LaoJee eCoaching ensures Tutors that all fees are deposited with LaoJee (not with Tutors) from students prior to start of any class. When a class is successfully commenced without any dispute, LaoJee shall immediately reimburse Tutors share next month after deducting its service charges which is 10% at present. Since Tutor is receiving this fee directly from the student / parent, they are fully responsible to pay their own income tax and other taxes to the Government and that LaoJee eCoaching shall have no responsibility/liability whatsoever.

## Question and Answers for Tutors

Why I should work as an Online Tutor:

One Tutor Male or Female can utilize and use our state of art Web Platform to do one to one and or Group Tuition through Fast Video Class with integrated White Board. This is very easy concept and you will feel comfortable and feel that even though your tutoring from your own home, but you will feel a class room atmosphere. Suppose you are

located in Peshawar, you can coach students in Karachi, Sukkur, Lahore etc. at remote locations. This is benefit of Global world concept. You will get your confidential profile grade from your own student at the end of each class which will accumulate at your main Tutor's profile so that student can hire best tutor with best high profile. Therefore, your class students should be best taught by you so that you may earn high profile stars.

### How do I Join LaoJee eCoaching?

The process of becoming a Freelance Registered Tutor is simple. All you need to do is Mandatorily fill out your Tutor profile application [Excel File] – link at bottom, with details of two References [not related to you], Scan **and email your NIC and Educational certificate, and agree to this Tutor Q&A letter with your Tutor Profile Excel file at email [HELLO@LaoJee.com](mailto:HELLO@LaoJee.com)** on or before **31<sup>st</sup> December, 2017**. LaoJee reserves the right to conduct complete a background check. We are actively seeking online Tutors in every city for every subject and offer flexible online teaching options also for Tutors working internationally.

### How much does it cost to list my profile?

Listing your profile to book new students through LaoJee eCoaching is **completely free** and unlike other websites, you never have to buy or bid for leads or students. LaoJee eCoaching assesses an administrative fee only when a fully-paid student is delivered to you (to cover Website hosting, administrative and marketing costs, student payment processing, and more). Once you start teaching lessons, you'll earn up to 90% of the total lesson – tuition price per student. You have 100% control over your earnings at all times.

### If LaoJee eCoaching is completely free, how it generates income?

LaoJee eCoaching has been established with substantial investment support which enables it to operate without relying on any income. Our aim is to create a Tutor directory that makes tutoring more rewarding for tutors and more affordable for students.

### Who will do Tutor's Marketing and publicity?

LaoJee eCoaching is responsible to make Marketing and publicity so that Tutor and Students can meet at one online Platform for mutual benefits so that Tutor can earn money. However, any concern Tutor can publicize him or herself in his own circle and invite students / parents for group on-line tuition through [www.LaoJee.com](http://www.LaoJee.com) . They may spread a word amongst students in their School / College to invite them to our website so that you may get extra boost to your own coaching by teaching them and earning money. For example, some schools and colleges do not directly allow Tutors to do private coaching. In this case this indirect way of eCoaching through our Website may harmless to you and could be beneficial to tell them [students] to opt for your Tutor Code while selecting Tutor.

### Do you keep my personal information confidential?

Yes, of course, we do. As clearly stated in our privacy policy " LaoJee eCoaching does not share or sell any of your personal information to third parties, unless we have your permission or required by law". At any stage, you may cancel your account and delete all your information by visiting your profile.

### How do we choose our tutors?

Professional experience is the essential part of the selection process. Candidates without solid experience are rejected at the early stage. In some circumstances, a candidate with profound knowledge of the subject gets through. Following initial screening, successful candidates are assessed according to their qualifications, degrees, references, personal statements-career portfolios, & those that we feel have the ability to offer the highest quality of tutoring will be chosen.

### What does it mean if any application of Tutor is rejected, can He / She re-apply?

It means that your application did not have sufficient credits to meet our criteria. You may be a good tutor and many verify your skills, however at this stage and according to our criteria and perception, your application has not demonstrated the highest standard we require. If your application has been rejected despite having solid professional experience, this might be because of your unsatisfactory personal statement or career portfolio. If you feel that this is the case, you may spend some time in improving your personal statement or career portfolio. An impressive personal statement or career portfolio could lead to your successful application.

### How can I update or edit my details and profile?

Log in to your account with your password and go to your profile, then simply edit or update some of your data. However, if you wish to edit or update your Picture, ID, degree/qualification and or references you should email us with a copy of the relevant document. If you are unavailable for certain extended period of time or you decided not to use your account, you may wish to deactivate it temporarily or permanently.

### Is it necessary to attach Tutor's Picture to his / her profile?

It is not mandatory to attach your picture to your profile, however based on our experimental study, the tutors' profile containing their **recent HD (High Definition) Picture are 8 times more likely to be viewed by potential students**, therefore if you're serious about your tutoring job, it is strongly advised **to do attach your picture to your profile**. **Since your Name and Contact details shall not be visible we consider to protect your privacy**. Your picture profile when approved shall be visible on our Website without your name and contact details similar to this posting <https://shorturl.im/JniD6> so that Students and Parents may select a Tutor directly for tuition based on this picture profile. You may also email us your short Video (1-3 minutes) profile link posted over YouTube so that we may put the same on your profile for student and Parents to view your speaking / teaching skills. Remember two things. 1. Please do not give your Name and contact details for Privacy reasons. 2. When ending your introduction, please tell your audience that you are working as a Freelance Tutor at [www.LaoJee.com](http://www.LaoJee.com). If these two items are found missing / violated, we will **NOT** upload your intro video over our website. You can use your selfie to make such video but since you are professional, we suggest you to go to any photographer shop who will record this clip for you in MP4 format. Also, various Tutors comments over <https://shorturl.im/JniD6> shall help you to guide make your video introduction script for recording, but please tailor make them for you as per your subjects and environment.

### Who can see my personal data in my profile?

For your own privacy and safety purposes, your personal data including your address, date of birth, phone number, email and the image of your uploaded documents are not uploaded over our website. These are only available to our admin team and **NOT** to any visitor including Student.

### How does LaoJee eCoaching ensures Tutor's personal documents are protected?

We do not store your certificates and personal documents which we think are very confidential, they are stored on our External Storage source. In this way, the only persons who can recover the data are our authorized admin team members who have access to the data recovery private key.

### Are the tutors employed by LaoJee eCoaching?

**No**, the tutors are not an employee of LaoJee eCoaching, they are Freelance Tutors and use our platform to search and find private tutoring opportunities. At present we only deduct 10% of the Student fee deposited with us as

administrative charges / Web Hosting-Operation Expenses / Software Rental cost etc. Those tutors who wish to receive their share of earned tuition fee deposited with us by Credit/Debit Card – additional 5% bank charges shall also be deducted from Tutor's payments. Tutors receiving payment from us through Meezan Bank shall not be additionally charged with Bank charges. Some of the tutors who are registered on our site may work for other organizations simultaneously.

### How do Tutor get paid for his lessons / courses?

The fixation of tutoring fee is a subject entirely between tutors and students or parents. LaoJee eCoaching is not involved in the fixation of the tuition fee matter in any form or by any means. Tutors should discuss and negotiate their fees directly with students or their parents and when a sum is agreed up, please advise us through email [STUDENT@LaoJee.com](mailto:STUDENT@LaoJee.com) referring to **Class ID#** , **Student ID#**. **Class and subject**. As soon as any further response or query is received from the Student or Parent the same shall be communicated to the Tutor for commencement of the class.

### Incomplete courses:

Some students sometimes vanish or are irregular and can't keep pace with the class. Tutor has right either to carry him / her along to complete the class or kick them out for indiscipline-tardiness. In this case, fees so far paid shall not be returned to student. However, in case of severe sickness with Hospital / Doctor certificate, if any student is compelled to drop out, he will be refunded for the un-utilized fees on a pro-rata basis and balance paid to the Tutor. Similarly, if the Tutor absents him/herself for more than 3 classes, on a complaint from students, LaoJee shall replace such teacher to complete the course. Absentee Teacher shall not get any amount on account of the fee and that such fee shall be given to the replacement tutor.

### How can I (Tutor) leave feedback for students?

Unfortunately, you can't leave review for students directly. Our service is entirely free for the Students; therefore, we can't verify firmly if a private tuition actually has taken place. As we are unable to confirm authenticity of your reviews, we won't be able to publish them on our site. If you wish to share your tutoring experience or concern with us, please email or contact us directly. Tutors should discuss any academic activity directly with students or their parents through email [STUDENT@LaoJee.com](mailto:STUDENT@LaoJee.com) referring to **Class ID#** , **Student ID#**. **Class and subject**. All response to this query shall be passed on the Student or Parent or any reply shall be communicated to Tutor by LaoJee.

### 2 Days Money Back Guarantee to Students?

Students opting for 1-1 special tuition offered two days money back guarantee. If student is not comfortable with Tutor's teaching we shall arrange alternate equivalent Tutor without any additional charge. However, in case where Tutor and Student agree on Group Tuition or per hour basis – no such Warranty is available. Total Tuition Hours shall be discussed and finalized mutually. However, hourly class should not be less than 10 Hours and Maximum there is no limit. Tutor shall confirm to Admin at [TUTOR@LaoJee.com](mailto:TUTOR@LaoJee.com) Total hours for a particular course x agreed Tuition Rate = Total amount valid till [date] with student id# so that Student can deposit the sum with LaoJee before a class is allowed to be conducted. We LaoJee handle all the billing and payment for Tutor's student[s] lessons/classes, so you [Tutor] shall never have to worry about accepting cash, checks, or chasing anyone down for payment. Its super convenient, secure, and hassle-free for everyone.

### How will new students find me [Tutor]?

Thousands of new students come to LaoJee eCoaching every day looking for the perfect private instructor to help them achieve their goals. Students use our search filters [ **3 Filters** – 1. Subject 2. Teaching Experience years and / or 3. Tutor's Profile Rating Stars earned for excellent performance]. Tutors profile pictures / recorded video introduction also play in important part which student/parents prefer and decide. Background Check from Tutors given References (very popular with parents) also do contribute in Tutors selection. We provide all the tools Tutors need to make your way to the top of our search results where your profile will get the most views and bookings.

### What happens when I [Tutor] get a new student?

Once a new student has liked your profile at our website, book you and agree your fees, the same is deposited with LaoJee for commencement of Class. After fee is confirmed received, LaoJee shall send Tutor confirming this fact by an email alert so that you can start doing your homework to start a Class and prepare Syllabus. After your acceptance by email, Class code# shall be assigned and immediately thereafter you can start video teaching. Timer in each class shall automatically record how many days you have already taught and also start-finish dates of that particular class.

### Do I [Tutor] have Guarantee to get a new Student?

No, we do not guarantee that you will receive new Students for a particular Subject. Why? The demand for Subjects varies greatly depending on your profile rating, your experience, your qualification and above all your video introduction presentation clip on our website. Demand of subject you teach is also one aspect. If you teach a rare subject, we recommend adding a few additional, most popular subjects [which you can teach] to your profile to improve your chances of booking by new students. Best of luck.

### How do I get paid?

As soon as your course is finished and class is officially ended successfully [you need to press Class close button from your side to officially close the lesson / class]. On receipt of this notification and commencement of the class, we will automatically Bank transfer your payment delivered directly to your given Meezan bank account less our administrative charges which is 10% at present. We handle all the billing and payment for your student[s] lessons/classes, so you never have to worry about accepting cash, checks, or chasing anyone down for payment. Its super convenient, secure, and hassle-free for everyone. If you choose to receive payment by Credit/Debit Card channel, 5% additional Bank charges shall be deducted from accrue amount of payment.

### Advice for Tutors

#### Safety

Because the private tutoring market is unregulated in Pakistan, there is possibility for unsafe individuals to operate under the name of students. So, you got to be alert, **do not disclose your name, contact details** and immediately inform us also of such elements by email at [eCoaching@LaoJee.com](mailto:eCoaching@LaoJee.com) to investigate and ban them.

#### Tutor-Student/Parent Dispute:

Your best efforts should be "Student-Parents" **are always right** – be polite and give your best to satisfy them and keep earning high profile stars. But still there would be moments when unavoidable dispute comes up which you both cannot resolve. For quality control, all live classes are pre-recorded and in such scenario, LaoJee admin will review and evaluate such recording to evaluate whole problem by himself for a decision. Both the parties agree and shall be bound to accept LaoJee's decision. If student is at fault, he or she will be given a warning for simple breach. Any repetition or serious breach he or she shall be kicked out from the class and any paid fee by him shall be forfeited

and paid to Tutor when due. However, if Tutor is at fault – a simple mistake gets a warning. But in case of repetition or a severe breach, Tutor's Registration shall be cancelled and the Tutor is banned from further business. LaoJee reserves its sole right to pay or not to pay any accrued payment of Tutor depend on severity of breach.

### **Tax and self-employment**

If you start working with us for yourself as a Freelance Tutor, you're classed as a sole trader, which means you're **self-employed**. As soon as you start earning income received from students, you are liable for income tax on your profits. You must inform FBR about your employment status and follow the Government regulations. Remember Your Tax is your own responsibility and Liability and you further undertake to indemnify LaoJee eCoaching from this matter.

I have read above contents and LaoJee Terms and Condition and completely agree with it for strict compliance. I am sending my Tutor profile application by email to LaoJee eCoaching. By emailing my interest to become a Freelance Tutor with LaoJee it shall constitute automatically my full acceptance of the above and LaoJee Terms and Condition. LaoJee eCoaching reserves the right to amend these contents-Terms & Condition anytime with or without prior notice.

## **Student are looking for tutors like you**

Daily thousands of budding Students are actively looking for the perfect Tutors on LaoJee eCoaching. Please Start your Digital Journey with LaoJee eCoaching & increase your earnings sitting & tutoring right from your home.

**Create Your FREE Profile**

**Mandatory Tutor Profile Application** [Excel Sheet] at the end of this write-up may please be completely filled up & documents as listed below should be scanned, attached & emailed to us at [TUTOR@LaoJee.com](mailto:TUTOR@LaoJee.com) .

**Mandatory** - Kindly scan and attach following in the email:

1. Duly filled this Excel form - **Tutor Profile Application**
2. One recent colored picture of yours in HD (High Definition)
3. Scan copy of your NIC or Passport Copy [if you are a foreigner]

4. Scanned copy of your **Highest Degree / Certificate**
5. Scanned copy of your **Tutor Training** [if any].
6. Self-HD **Video Introduction clip of your personality** in MP4 format. [2-5 minutes duration] explaining about yourself your teaching activities etc. Please see example few video clips of Tutors:

<a href="http://alturl.com/5tfsj">http://alturl.com/5tfsj</a>
<a href="http://alturl.com/bh74a">http://alturl.com/bh74a</a>
<a href="http://alturl.com/qtmqm">http://alturl.com/qtmqm</a>
<a href="http://alturl.com/zcppg">http://alturl.com/zcppg</a>

To Protect your Personal privacy - **Please DO NOT** state your name or contact details otherwise we will **not** put it on our website.

**Please Click** to find the Mandatory form to fill and dispatch: ----- > [Tutor Profile Application](#)  
We request you to kindly completely fill **Tutor Profile Application** [Excel Sheet] and return back to us by email at [TUTOR@LaoJee.com](mailto:TUTOR@LaoJee.com) on **or before 31st December, 2017.**

Thanks / Best of Luck

**LaoJee eCoaching**

