



APT Remuneration Policy

Purpose

A Team Tuition Australia (ATTA) recognises the importance of a robust remuneration policy for Academic Personal Trainers (APTs). This policy outlines the principles and guidelines to ensure transparent and competitive remuneration, aligned with industry standards and compliant to regulatory requirements.

Scope

This policy applies to all individuals undertaking the role of Academic Personal Trainer within ATTA. It encompasses all ATTA locations, including in person and online tutoring sessions, and any other settings where ATTA tutoring services are provided including school programs.

Application

1.0 Academic Personal Training Role and Pay Structure

At A Team Tuition, we aim to reward and recognise APTs who demonstrate consistent commitment to our mission and to the families we serve. Our remuneration structure is designed to reflect the value APTs provide through experience, quality delivery, and student retention.

Remuneration is based on a fixed hourly casual rate, with pay level progression determined by the total number of tutoring sessions successfully completed. This approach ensures that as APTs gain experience and demonstrate their reliability, impact, and ability to retain clients, they are rewarded with higher pay tiers.

The following table outlines the current APT pay structure:

APT Level	Sessions Completed	Pay Structure
1	0 – 50 Sessions	\$35.00 + Superannuation
2	51 – 200 Sessions	\$36.50 + Superannuation
3	201 – 500 Sessions	\$38.00 + Superannuation
4	501 – 1000 Sessions	\$40.00 + Superannuation
5	1001+ Sessions	\$42.00 + Superannuation

- A session is defined as a completed tutoring session with submitted session notes.
- Pay level changes are applied automatically at the start of the following pay week once the required session milestone is met.
- APTs are expected to maintain a consistent portfolio of students to ensure continuity and positive learning outcomes.
- This system rewards experience, promotes retention, and ensures APTs who provide long-term value are recognised financially for their impact.

1.1 School Programs Academic Personal Trainer Role and Pay Structure

Partnering with schools to deliver life-changing education is one of A Team Tuition's core privileges. To reflect the professionalism, reliability, and impact expected of Academic Personal Trainers (APTs) in these environments, we have implemented a dedicated pay structure for all school-based tutoring sessions.

The School Program Pay Structure is separate from the standard APT points-based pay system and is based on the number of years an APT has actively delivered sessions within school programs:

School Program APT Level	Year of School Program Delivery	Pay Structure
1	0 – 50 School Program Sessions	\$40.00 + Superannuation
2	51 – 150 School Program Sessions	\$42.00 + Superannuation
3	150+ School Program Sessions	\$44.00 + Superannuation

- APTs will transition to the next tier after completing one full calendar year of active school program delivery.
- All school program session notes must be submitted within 24 hours to be eligible for payment.
- School program sessions count as completed sessions towards the overall APT pay level.
- School program hours are paid independently of the standard APT level structure.
- This model recognises the leadership, consistency, and deep impact our tutors have when working onsite in schools — and rewards those who grow with us in these critical programs.

1.2 Program Convenor Role and Pay Structure

The Program Convenor is the most prestigious and elite tutoring role within A Team Tuition. Convenors are experienced, highly trusted APTs selected through a rigorous application and performance review process. This leadership role is responsible for overseeing the quality, consistency, and success of our school programs at a specific campus.

Program Convenors act as mentors to School Program APTs, liaise with school contacts, and ensure our tutoring aligns with both academic and behavioural standards. They uphold the INSPIRE values of A Team Tuition and play a vital role in program logistics, student outcomes, and school relationships.

Due to the increased responsibility and leadership expectations, Program Convenors receive the following pay structure:

Program Convenor Level	Year of Program Convenor Delivery	Pay Structure
1	0 – 50 Program Convenor Sessions	\$45.00 + Superannuation
2	51 – 150 Program Convenor Sessions	\$47.00 + Superannuation
3	150+ Program Convenor Sessions	\$50.00 + Superannuation

- This rate applies only to hours worked in the capacity of a Program Convenor (not general APT or School Program APT sessions).
- Appointment to this role is by invitation and subject to performance and availability.
- Convenor appointments are reviewed annually to ensure alignment with school needs and tutor performance.
- The Program Convenor pathway provides APTs with the opportunity to step into a true leadership role, develop advanced educational and communication skills, and prepare for a transition into full-time employment opportunities within A Team Tuition.
- Program Convenor sessions count as completed sessions towards the overall APT pay level

2.0 Returning APTs

At A Team Tuition, we value the contribution and legacy of every Academic Personal Trainer. Returning APTs will recommence at the pay level they held prior to departure, provided they are returning within 5 years of their last session and left in good standing. All returning APTs will complete a brief refresher and compliance check to ensure alignment with our most current training and program delivery standards. This includes:

- Online refresher training (2 hours, paid)
- One to one onboarding call with their Program Delivery Coordinator

If a returning APT is absent for more than 5 years, or if systems have significantly changed, a tailored retraining pathway may be provided. Any reinstatement exceptions remain subject to approval by the executive leadership team.

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2.1 Career Progression Pathways

A Team Tuition is committed to being one of Australia's highest-paying and most development-focused education employers.

We proudly offer a clear career development pathway for APTs who demonstrate commitment, performance, and alignment with our values. These opportunities include:

- **School Program APT:** For those leading in-class tutoring within partnered schools.
- **Program Convenor:** Leadership and coaching role leading a team of APTs on a school program.
- **Pathways to Full-Time Employment:** Outstanding APTs may be invited to apply for full-time roles in:
 - Program Delivery Coordination
 - Program Logistics Officer
 - Customer Support and Administration
 - Sales and Engagement

Opportunities are shared internally, and performance within the APT role is a key criterion for promotion consideration.

2.3 Pay Band and Market Review Commitment

A Team Tuition conducts annual reviews of all pay bands in alignment with:

- CPI and inflation indicators
- National award rate updates (referenced in our IFA)
- Benchmarking against major tutoring providers and education employers

Our goal is to be one of the leaders in the industry in pay, and as such, we regularly adjust our remuneration policy to remain competitive and attractive to Australia's best tutors. Updates to pay bands or bonus structures will be communicated in writing to all staff prior to implementation.

3.0 APT Training Pay Inclusions

All newly onboarded Academic Personal Tutors (APTs) will receive paid training, which includes the following components:

- **Online Courses** – 6 hours
- **Practical Training** – 2 hours
- **Initial Lesson Preparation and Onboarding (First Two Weeks)** – 2 hours

At A Team Tuition, we do not expect APTs to complete lesson preparation outside of paid tutoring hours, as our sessions are designed to focus on the student's current homework, assignments, and classwork, supplemented with A Team lesson plans and resources found in the APT Resources Folder.

However, we recognise that new APTs may wish to undertake some lesson preparation prior to their first few sessions to build confidence and feel fully prepared. The additional 2 hours of paid training time is allocated specifically to support APTs during this initial adjustment period.

This structure ensures that training time is fairly compensated while aligning with our expectation that lesson preparation beyond this is not required.

5.0 Payment Frequency, Method, and Process

Payroll is processed weekly and paid on every Wednesday by 4pm AEST, covering compliant work undertaken from Monday 00:00 to Sunday 23:59 of the previous week. All payments are directly deposited into the APT's designated employee bank account. To receive payment, APTs must submit tutoring session notes via the ATTA app or the ATTA APT website portal within 24 hours of each session's completion. These tutoring sessions note submissions serve as timesheets for payment calculation. This applies to both school programs and one to one tutoring sessions.

If session notes are submitted outside of the required 24-hour time frame, APTs must inform their manager and payment will be processed in the next pay cycle. All APTs are accountable for ensuring the timely submission of session notes within 24 hours of completing each session. Timely submission is crucial for punctual payment.

APTs are informed of the payment structure and pay rate levels during the training and onboarding process. Any changes to this structure or pay rates will be reflected in this policy and communicated in advance and in writing.

6.0 Performance-Based Bonuses

We know that APTs who actively manage a complete student portfolio not only make a more significant impact on their students but also accelerate their own skill and experience development, leading to longer tenure and increased role satisfaction. To acknowledge and encourage this commitment, there is a weekly bonus structure.

For each week that APTs exceed the minimum 9 hours of tutoring, including both school programs and one to one tutoring hours in the 9-hour minimum, they will qualify for a bonus hourly payment at one pay level above their current registered pay level. To clarify, if an APT completes 9.5 hours or more in one pay week, they automatically get paid one level above their current registered pay level for all work completed.

7.0 Miscellaneous Pay Arrangements

ATTA may determine that APTs are to be paid for sessions, clients, or hours at a level higher than their current APT level. These circumstances may include being required to drive a distance further than 30 minutes or where an urgent substitution is required. These payment arrangements are not guaranteed and are approved by exception, as determined by the below table:

Circumstance	Decision Makers
Drive Time: APT session location is 31 minutes or more in driving time based on Google Maps Traffic Indicator and no other APTs are available within a 30-minute drive at the appointment time.	APT Success Manager Scheduling Coordinator Program Support Manager
Urgent Session Substitutions: Within the day paid at level 5. Applies to both school programs and one to one sessions.	APT Success Manager Scheduling Coordinator Program Support Manager

APTs are required to accept clients that are 30 minutes and under driving time and fit within their availability. No alternative pay arrangements will be approved where an APT is within the 30-minute driving time from home to session location.

Other work arrangements outside of tutoring hours will be negotiated and paid independently of this policy. This includes but is not limited to resource development and administration.

8.0 Compliance and Confidentiality

ATTA aims to provide competitive remuneration rates to attract and retain high-quality APTs. ATTA hourly rates are determined by considering several factors including but not limited to adherence to all applicable Australian laws, tax regulations and National Employment Standards.

All remuneration information is confidential and will not be disclosed to unauthorised individuals.

8.1 Individual Flexibility Agreement (IFA) and Pay Enquiries

All APTs are issued an Individual Flexibility Agreement (IFA) upon onboarding, which outlines how their pay and conditions align with or vary from the relevant award. This includes clarification around casual loading, pay rates, and employment conditions.

If an APT does not wish to sign the IFA, or has questions about their pay, entitlements, or employment classification, we encourage open communication. APTs can reach out confidentially to our Accounts Team at:

Email: accounts@ateamtuition.com

Our team will review your enquiry with care and respond promptly. We are committed to ensuring every APT feels informed, valued, and fairly treated in accordance with applicable workplace laws.

9.0 Review

This policy will be reviewed annually in line with ATTA planning cycles and updated accordingly. Any revisions will be to ensure effectiveness in delivering business goals and alignment with employment standards and requirements. Any revisions will be published and communicated in writing to all APTs.

Version Control

Version: 1.2

Version Date: May 2025

Effective Date: May 2025

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