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# Becoming an ABA Tutor

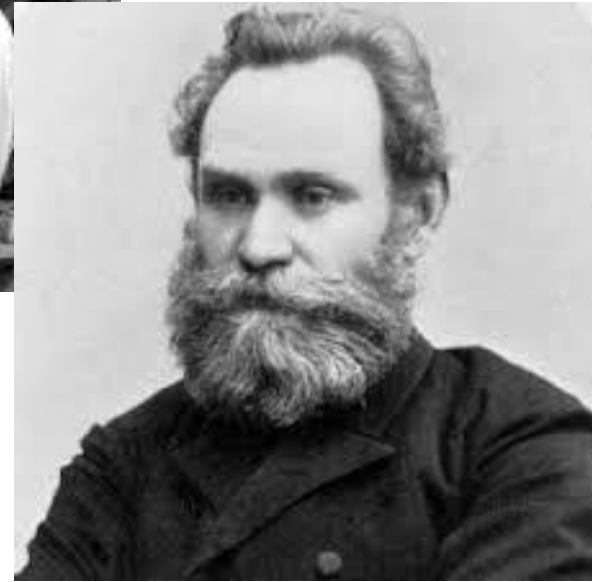


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So what is ABA?



# So, what will you be doing?

- Each child will be following a set series of targets set out by a Consultant/Case Manager. This is called the child's ABA program
- You will be delivering these programs and meeting the target requirements through fun and play based activities
- You might be in the child's home, or in their school or maybe both!
- You will record how the child does in their programs and this will be looked at by the Consultant to see progress or issues and move programs on



# Sessions

- This will all take place in ‘sessions’
- Sessions may last between 2 – 3 hours – depending on the child, their needs and the family’s requirements
- Sometimes school sessions are longer to incorporate the full day
- School tutors are usual referred to as shadows



# Session Structure

Session times are between you and you client.

Sessions usually run morning, afternoon and evening between 2-3 hours. This allows you to see multiple clients in the day



# Session Structure

**YOU ARE NOT CHILDCARE!**

Do not babysit for the family

Do not take or collect their children  
from school

Community outings must be part of  
the ABA program



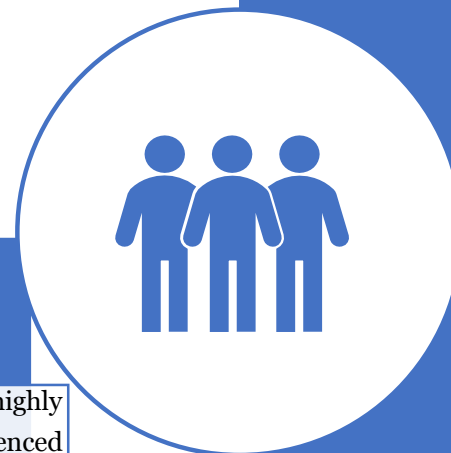
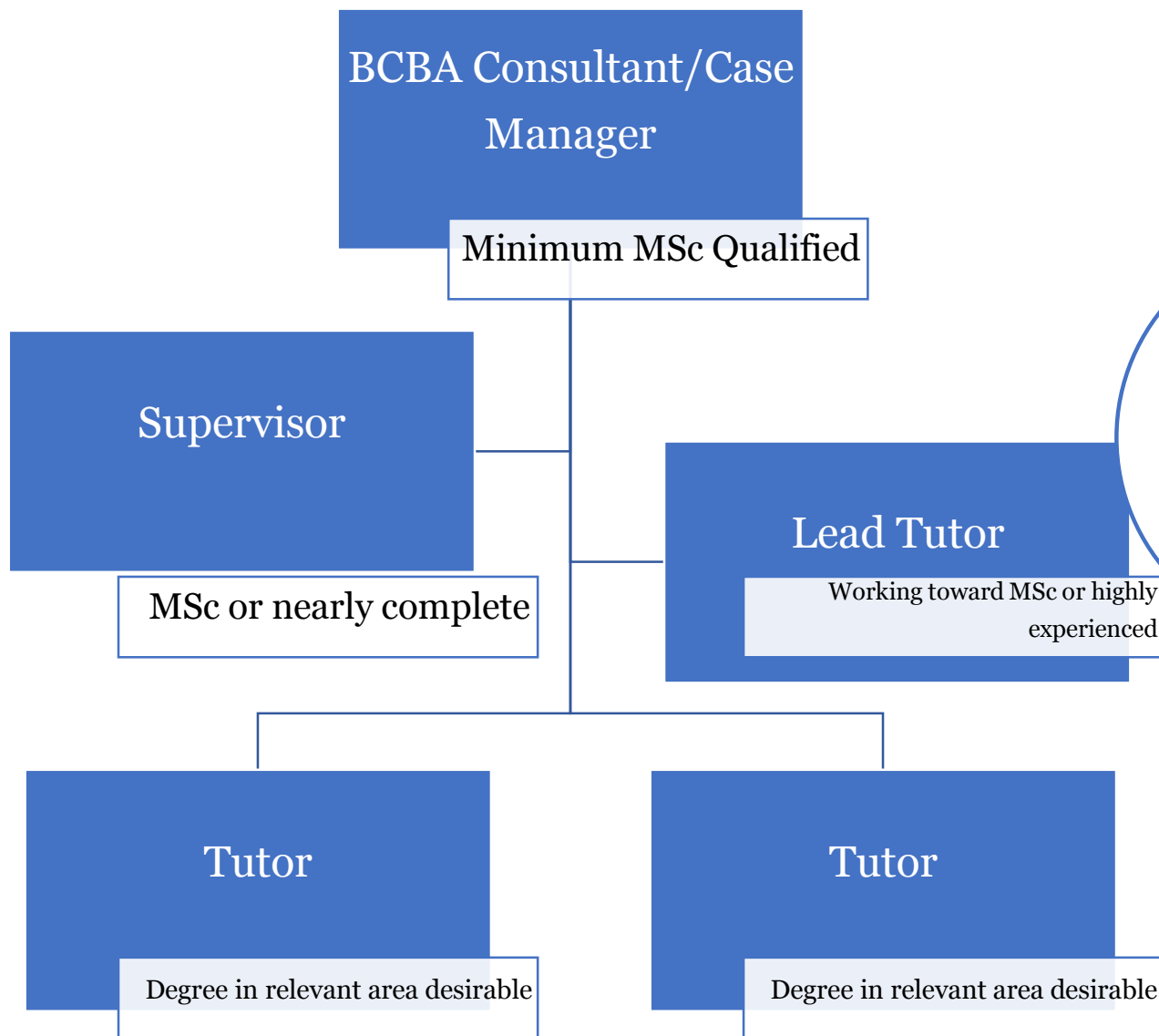
# So how does this work?

- All ABA programs should be overseen by a BCBA
- Sometimes Case Managers oversee programs BUT they are supervised by a BCBA consultant – ask who there's is





# Program Structure



# Consultations

- Meeting with the team every 4 – 6 weeks for 2 – 3 hours
- Consultant/Case manager will observe tutors with child, make recommendations
- Might be in school or at home



# Accreditation in Behaviour Analysis

- Registered Behaviour Technician (RBT)
- Board Certified assistant Behaviour Analyst (BCaBA)
- Board Certified Behaviour Analyst (BCBA)
- Board Certified Behaviour Analyst – Doctoral (BCBA - D)



# Careers in fields of...

- Early Intervention
- Positive Behaviour Support
- School
- Learning Disability
- Organisational Behaviour Management (OBM)
- Sports
- MI5
- Health



# Self Employment

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- You need to register as Self Employed – even as a student (although full time students do not pay tax or NI)
- Get yourself a Government Gateway ID
- HMRC website
- [www.taxguideforstudents.org.uk](http://www.taxguideforstudents.org.uk)
- Eligibility to work in the UK!

# Self Employment

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- If you are a full time student – you need to seek advice regarding your tax return
- If not – keep a record of your invoices for you income and receipts for your expenditure
- Tax returns are not scary! (unless you employ people and have special premises and.....)

# So what do I charge families?

Largely dependant on experience and qualifications

- New tutor (with relevant degree) £8 - £10 per hour
- Experienced Tutor (2 years +) £10 - £12 per hour
- Lead Tutor £12 - £18 per hour



# Contracts

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- Some, but not all families will have their own contract with you
- It's a good idea, for your own protection have your own contract.



# Contracts – thinking points

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## Key points:

- Your hourly rate
- Travel costs?
- Your terms of payment (eg, weekly, monthly etc)
- How you are to be paid (cash, cheque, bank)

# Contracts – thinking points

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You must think about

- Cancellation. What if your client cancels you when you get to the door? What is a fair notice period.
- What if you need to cancel?

# Contracts Continued

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- Many Clients will want to negotiate terms of your contract. This is ok, BUT..
- What if other clients find you have different terms with other clients? Is this fair?
- What will you do if confronted?

# Tutor Liability Insurance

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- Highly and strongly recommend you get some tutor insurance.
- Towergate and Hiscox provide insurance for behaviour therapists
- Don't forget – cost is tax deductible!

# Invoices and payment



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- It is between you and your client how and when your invoices are paid
- It may be worth including in your contract where the responsibility for payment lies -just in case there are issues with external funding providers

# CV and DBS checks



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- It is a good idea to include a CV when you are in contact with parents.
- There are numerous CV templates and builders online. Take your pick!
- It's likely you'll be asked for an enhanced DBS check – if you don't have one, sometimes your University might be able to help

# Finding Work



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- If you are a good reliable tutor, you should rarely need to actively advertise for work.
- Facebook groups and community boards are a good place to advertise
- Always let case managers/consultants know you are looking for work.



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## TOP TIPS

Your name will go with you!

- The ABA Community is a relatively small one – most people know someone who know someone.....
- Reliability is the biggest factor for families. **BE RELIABLE**



# Questions?

Drop us a line on our Facebook page or  
email us at

[info@hdabaconsultancy.org.uk](mailto:info@hdabaconsultancy.org.uk)

