

**FREE UAE PARENT RESOURCE**

Tutor qualification & safeguarding checklist

Use this before agreeing to private lessons. It is designed to help parents ask clear questions, compare tutors consistently and put sensible boundaries in place from the beginning.

Student: _____
Subject / level: _____

Tutor: _____
Date reviewed: _____

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| ☐ | 01 | Start with the exact need
Write down the year group, programme, subject, current level, target, topics causing difficulty and any examination deadlines. |
| ☐ | 02 | Confirm identity
Know the tutor's full name and ask how their identity has been checked before arranging direct contact or inviting them into your home. |
| ☐ | 03 | Check current permit requirements
Private tuition is regulated in the UAE. Ask the tutor about their status and use the current MoHRE Private Tutor Work Permit guidance rather than relying on an old screenshot or verbal claim. |
| ☐ | 04 | Review relevant qualifications
Ask which teaching and subject qualifications the tutor holds, whether documents have been reviewed, and how those qualifications relate to your child's course. |
| ☐ | 05 | Match the curriculum and examination board
Confirm GCSE, IGCSE, A Level, IB or another programme, plus the exact board or specification. Similar courses can assess different content in different ways. |
| ☐ | 06 | Ask about recent, relevant experience
Look for experience with the student's age, subject and level. A broad claim such as 'all subjects and all ages' is not the same as specialist experience. |

CURRENT UAE REQUIREMENTS

The UAE Ministry of Human Resources and Emiratization provides an official Private Tutor Work Permit service. Requirements can change, so parents and tutors should check the current official guidance directly.

**B****BRITISH SCHOLARS****CONTINUE THE CHECK - BOUNDARIES, PROGRESS AND TRUST**

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| ☐ | 07 | Agree safeguarding arrangements
Decide where lessons take place, who remains nearby, how online sessions are accessed and what the parent should do if the child feels uncomfortable. |
| ☐ | 08 | Set communication boundaries
Agree which channel will be used, who may contact the student, the hours in which messages are appropriate and whether the parent should be included. |
| ☐ | 09 | Protect privacy
Ask how schoolwork, assessment results and personal information will be stored or shared. No lesson should be recorded without clear permission. |
| ☐ | 10 | Agree fees and cancellations in writing
Record lesson length, price, payment timing, cancellation notice, rearrangements, included marking and what happens if either side stops tuition. |
| ☐ | 11 | Set an honest progress plan
Agree what will be reviewed after four to six weeks. Useful evidence includes confidence, accuracy, completed practice and independence - not guaranteed grades. |
| ☐ | 12 | Protect academic integrity
A tutor may explain, question and give appropriate feedback. They must not write coursework, complete an IB Internal Assessment or produce assessed work for the student. |

PAUSE IF...

- A grade is guaranteed before the tutor has assessed the student.
- Qualifications, identity or permit status cannot be explained or checked.
- The tutor offers to complete homework, coursework or assessed work.
- Fees, cancellations or direct communication with the child remain unclear.

Notes / questions to follow up

Official reference: MoHRE - Issuance of a New Work Permit: Private Tutor Licensing, mohre.gov.ae/en/services/private-tutor-licensing

This checklist is general parent guidance, not legal advice or a substitute for checking current UAE requirements. British Scholars does not guarantee outcomes or grades.