



# PLACEMENTS IN EDUCATION →

## FEE STRUCTURE AND TERMS OF BUSINESS FOR THE APPOINTMENT OF TUTORS, AU PAIRS & TEACHERS IN SITUATIONS WHERE SCHOOL HOLIDAYS APPLY Fees effective 1 Jan 2011

### I APPOINTMENTS FOR THE ACADEMIC YEAR

1. In selecting one of our candidates, the client is deemed to have accepted our terms of business as set out below.
2. Placement Fees are calculated in relation to the gross annual salary package negotiated with the candidate according to the fee structure below:

#### Fee Structure

Type of Appointment	Qualifications & Experience	Fee Level
Classroom Educators	Min 1 yr pre-school diploma OR 2 years pre-school or au-pair experience but no qualification	5% of gross annual package <sup>1</sup>
Classroom Educators	Min 3 year teachers diploma or B Ed from a South African University and 1-4 years teaching experience with good references	7% of gross annual package
Tutors and AuPairs who are not fully qualified teachers	Any person with a teaching qualification in progress, whether appointed full or part time, regardless of length of experience	5% of gross annual salary
HODs, Deputies and Principals	Please request a copy of the Terms of Business for senior appointments and non-teaching posts	
Out of the Classroom Posts		
Administrative Staff		
Minimum Charge for an appointment: R1000		

<sup>1</sup> We regret, no guarantee can be offered on educators at this fee level

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#### Placements in Education

Suite 200 Priv. Bag X 09, Weltevreden Park 1715 Gauteng, South Africa

Phone 011 475 4230 Fax 0866842823 e mail [eap@tiscali.co.za](mailto:eap@tiscali.co.za)

For teaching posts: [www.placementsineducation.co.za](http://www.placementsineducation.co.za)

For Teachers: [www.staffroom.co.za](http://www.staffroom.co.za)

## II Temporary Appointments

The fee in regard for temporary appointments will be calculated on the anticipated total salary for the period of the appointment. However, should the person be re-appointed at the end of the temporary period, the balance of the fee will fall due on the date on which they are re-appointed.

**All Fees Exclude VAT**  
**VAT is levied at 14% on all invoices to South African Schools**

3. Should the client not engage a referred candidate but introduce that candidate to another employer, or subsequently elect to employ the candidate within a six-month period of the referral by PIE, the client will be liable for the fee incurred.
4. PIE accepts no responsibility for the misconduct of any nature whatsoever by an employee introduced to the client, nor is PIE liable for any claim arising between the client and a third party in respect of any such employee.
5. The Placement fee due to PIE is incurred from the first day of employment of any applicant irrespective of any arrangement for trial periods. The fee is payable within fourteen days of the employment commencement date. Interest at 2% monthly will be charged on overdue accounts.
6. If the client is not satisfied with the employee and notifies PIE within thirty days of the first day of employment, PIE will submit replacement candidates at no extra charge, provided the invoice has been paid within the required 14-day period.

**SUBJECT TO CHANGE WITHOUT NOTICE**

**NOTE TO EMPLOYERS**  
**TRANSPORT OF CHILDREN BY TUTORS & TEACHERS**

Should an au-pair, tutor or teacher be required to transport children, whether in their own vehicle or the employers vehicle, as part of their duties, the employee must have a Public Drivers Permit.

Should there be an accident while children are being transported and the driver does not have a Public Drivers Permit

- Insurance companies can refuse to pay for damages
- The driver may be prosecuted by the State
- The employer and or parents may be prosecuted for allowing the employee to drive their children without the PDP

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**AGREEMENT TO THE TERMS OF BUSINESS**

**To be completed and signed by the Principal of the School**

I, (full name) ....., Principal of (name of School) ..... Have read the Terms of Business of Placements in Education. I hereby agree to abide by the Conditions laid out therein, and

- To inform Placements in Education if I should appoint any candidate for which Placements in Education provides a Personnel Profile;
- To pay the Placement Fee for appointments within 30 days of the candidate taking up their post;
- To treat all Personnel Profiles as strictly Confidential, and to destroy profiles of persons we do not appoint in order to protect their personal details;
- To ensure that PIE Personnel Profiles or confidential personal information on those profiles are not divulged in any form to any person or organisation;

Placements in Education may enquire about the success of interviews and appointments by phoning  
(name of person) .....  
who is (Designation of person) ..... at this school  
on (phone no.).....

**Signature of Head of School** .....

**Date** .....

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