



Getting an instructor for your society

If you want to bring in an instructor to teach your society, we have certain processes that you would have to go through to get this approved. This is to make sure that the instructor is properly qualified/experienced to instruct safely, and that they are insured in event of any accidents. This would apply whether the instructor is being paid or not.

Where instructors are being paid, there is a further stage to check that they can be paid in line with the law – either that they are a company, or that they are registered with HMRC as self-employed. This is to ensure we're not paying anyone outside of tax structures.

This guidance is to help you understand what the different requirements are and make sure we receive all the documents we need to approve your instructor.

The five stages are as follows:

1. **Find an instructor**
2. **Check Qualifications/Experience**
3. **Check Insurance**
4. **Check company/ HMRC registration (if being paid)**
5. **Complete Contract for Services**

Here's a little more information about each of these stages:

1. **Find an instructor** – this would be up to you as a society committee. It might be that you already have someone in mind, or you're starting completely from scratch. If you're looking for, or have found an instructor let us know as early as possible so we can help you through the whole process.
2. **Check qualifications** – for some activities there is a national structure of training and qualifications for instructors. We would need a copy of certificates demonstrating a certain level of competency in teaching the activity. Other activities might not have this in place as a formal structure. In this case, we would be looking for evidence of experience – where else have they taught, can they provide a reference from a workplace or class, what evidence of reputation could you get from the wider scene?
3. **Check insurance** – instructors must have in place Professional Indemnity and Public Liability insurance for cover of £1 million or more each.



If your instructor will require payment for their services, there is an additional step to ensure we can pay them legally:

4. **Check HMRC registration** – we will need evidence either that they are part of a limited company that we will be paying, or that they are registered as self-employed with HMRC.

The final step is to draw up a contract for services between the instructor and the Union. This will set out what service is being provided, any fees and the duration of the contract. We usually will draw up contracts that expire when their insurance expires or the end of the academic year, whichever is sooner. This is to ensure that we get updated insurance details, and avoids tying in future committees to one instructor.

5. **Complete Contract for Services** – this will need to be filled out by the instructor, and sent to us for sign-off along with the accompanying evidence of qualifications, insurance and HMRC registration. We have a template for this contract which can be found on the Committee Resources Hub.

Once this is all received and approved by The Union (it's need to be signed off by our Head of Finance), you are free to book sessions with your instructor.

Paying your instructor

All your society money should be in your account at the Union – and we can pay instructors directly for their services. You should write and sign a Purchase Order detailing the sessions booked and cost. The instructor can then invoice The Union for their services, referencing the Purchase Order number.

If you are having sessions throughout the year, you might want to write a Purchase Order for every month, so your instructor can invoice us monthly for those sessions.

If you have any questions about finding an instructor for your society, get in touch at s.u.societies@mmu.ac.uk