

INFORMATION FOR ASPIRING COURSE INSTRUCTORS, E-RESOURCE WRITERS AND SELLERS

BECOMING AN INSTRUCTOR TO SELL COURSES, E-RESOURCES OR PRODUCTS WITH HSOD

STEP 1 – Complete Online Application Form / Upload copies of relevant qualification documents (where applicable). This will also help us to set up relevant product and e-resources categories for you if currently unavailable. *User and seller terms available in the footer at the bottom of this page

STEP 2 – Create a login <https://homeschoolondemand.com/index.php/my-account/>

STEP 3 – Once you have submitted the online form we will be in touch. You will be added to the HSOD private Facebook Group & Messenger Group so that you can get the support you need, provided with access to a private Google Docs to access video tutorials, other relevant guidance documents and template images that can be edited for front shop images.

STEP 4A - FOR ONLINE COURSE SELLERS ONLY: Complete course set-up form. The initial set-up will be completed for you and then you will then be granted control to set up your lessons via your login. Your course will remain private until you inform us it is ready for launch and then it will be set as live. *Training videos and monthly zooms are available to help you

STEP 4B - FOR PRODUCTS & E-RESOURCE SELLERS: We provide the option as a new instructor via a form that we are happy to upload your first resource for you. However, you will be given control to add products and e-resources as and when they are ready for sale. *Training videos and monthly zooms available to help you.

HOW MUCH AND HOW DO I GET PAID FOR THE SALES OF MY COURSES, E-RESOURCES & PRODUCTS

- As standard, instructors receive 55% Commission on the sale of courses, 65% on the sale of e-resources and products. The commission is competitive with other platform providers. In addition, you will have access to training and support (not available elsewhere) and benefit from whole site promotions and free SEO work
- You will be able to access the commission details and amounts due for payment when you login
- When a buyer makes a purchase for a course, e-resource or product you will automatically receive an email notification with details of the purchase. This will also automatically appear within the commission tab when you login, which details your commission and the amount due for payment
- Payments are made on a monthly basis. You can either choose to have payments made directly into your bank account by providing your sort-code and account number (FREE) or alternatively to a Paypal account (3.8% Charge deducted from the sale to cover Paypal fees)

DECLARING TAX

'You can earn up to an extra £1,000 tax free from what is called the trading or property allowance. If your income is less than £1,000, you don't need to declare it. If your income is more than £1,000, you will need to register with HMRC and fill in a Self-Assessment Tax Return.' Visit

<https://www.moneyadvice.service.gov.uk/en/articles/tax-and-national-insurance-when-youre-self-employed> for further information.

COPYRIGHT to keep in mind when designing resources

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/481194/c-notice-201401.pdf

WEBSITES THAT MAY BE USEFUL FOR IMAGES (Free/Paid)

Pexels <https://www.pexels.com/license/> Unsplash <https://unsplash.com/license>

Pixabay <https://pixabay.com/service/license/> CANVA <https://about.canva.com/license-agreements/free-media/> CANVA pro <https://support.canva.com/canva-pro-on-ios/images-pro-ios/images-pro-faqs/>

ADOBE STOCK <https://stock.adobe.com/uk/>