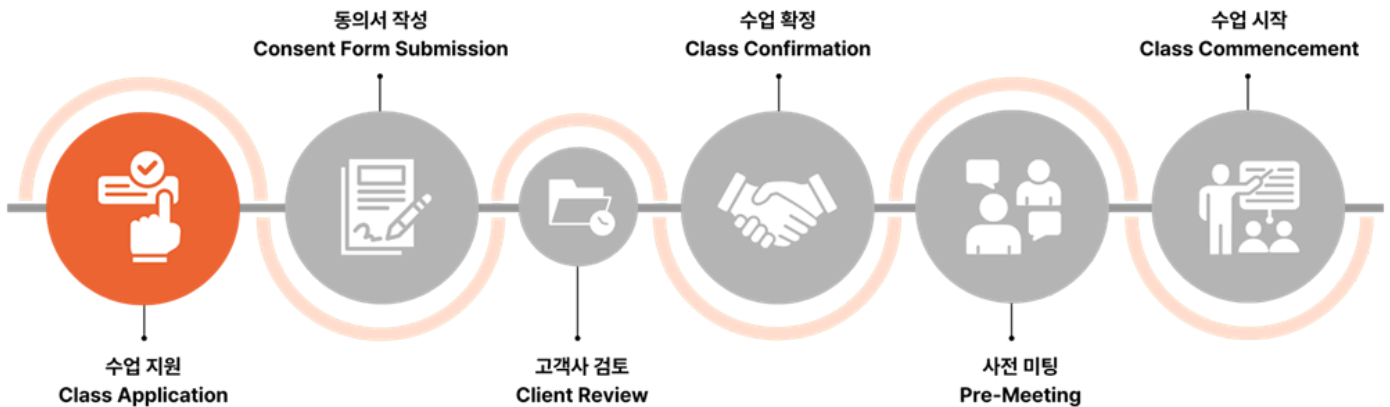


Class Scheduling Process

01. Class Application
02. Consent Form Submission
03. Client Review and Class Confirmation
04. Pre-Meeting
05. Class Commencement

01. Class Application



Application through the Instructor App (CATCHer)

- After passing the interview, please log into the Instructor App (CATCHer) to check the available class information.
- ‘O’ stands for Offline classes, while ‘U’ indicates Online (Untact) classes.
- The more classes you apply for, the higher the chance of being assigned, so please apply for as many classes as possible.

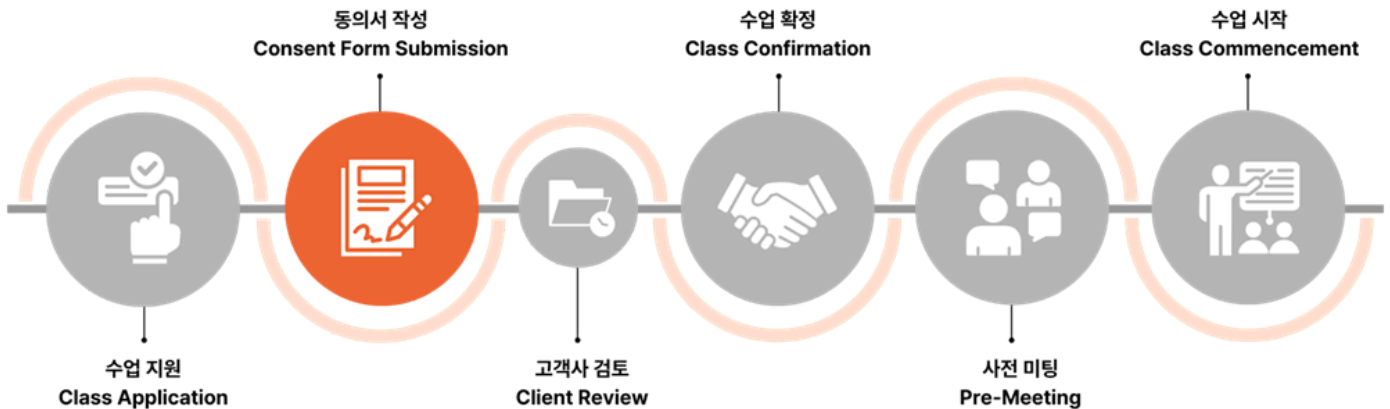
Class Offers

- There may be instances where the THR or class manager directly contacts you to propose a class. In this case, basic information about the class will be provided, and please let us know your decision after reviewing this information.

Important Notes

- When you apply for a class, the assignment will be determined based on various requirements (visa type, experience, etc.). **Please note that applying for a class does not guarantee automatic assignment.**
- Classes may be canceled due to changes in learner schedules, insufficient minimum number of learners, or changes in details after you have applied. In such cases, we will inform you of the situation as quickly and clearly as possible.

02. Consent Form Submission



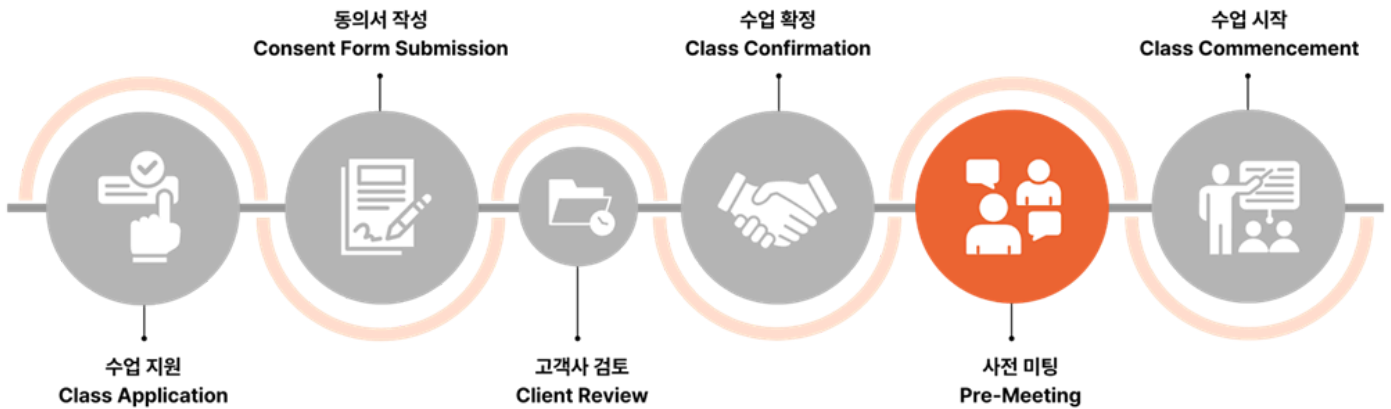
- After confirming the details of the class with the THR (Teacher's Human Resources), you will complete the consent form via email.
- The consent form is an important document that verifies and approves the details of the class. Once you have completed the consent form, you cannot change the class details, so it is crucial to carefully check all information before agreeing. Please thoroughly review all details listed in the consent form, including class time and location.
- By submitting the consent form, both parties confirm the class fee, and it holds the same legal validity as a contract.
- **Once the consent form is completed, a recommendation letter for the instructor will be sent to the client company.** After this stage, you cannot change details such as the class schedule, nor can you drop the class.
- A review stage by the client company is required before the class is finally confirmed, and **completing the consent form does not immediately mean the class is confirmed.**

03. Client Review and Class Confirmation



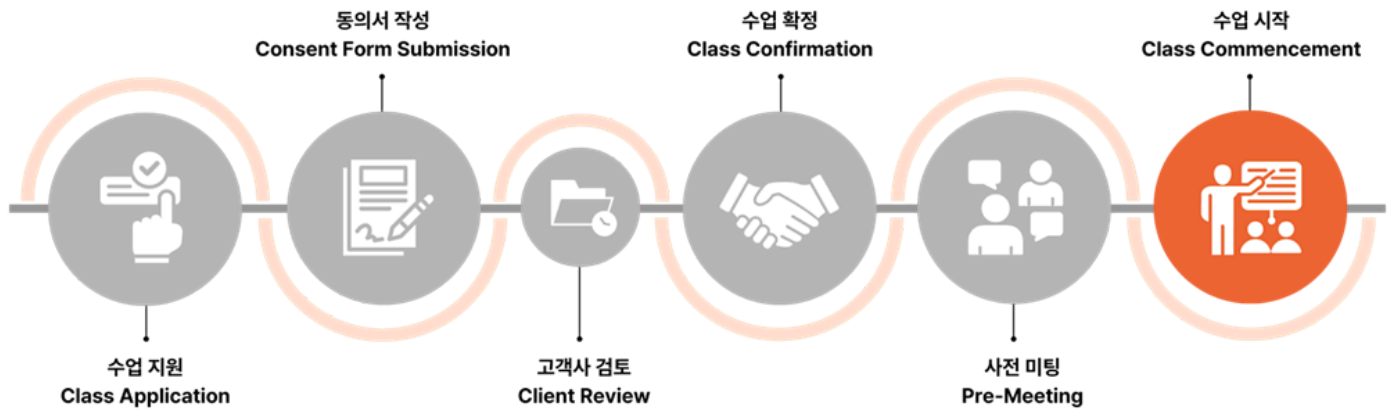
- The client will review the instructor recommendation letter and decide whether to confirm the class. This stage typically takes about 4-5 days after you have submitted the consent form.
- Although rare, there may be requests from the client for schedule changes or class cancellations during this phase. In such cases, your manager will provide guidance.
- Once the client confirms the class, you will receive a final confirmation email containing the class schedule, location, and other important information. Please ensure that you carefully review the confirmed details.

04. Pre-Meeting



- After the class is confirmed, you will schedule a pre-meeting with the class manager. This meeting is a crucial step in preparing for the class.
- During the pre-meeting, you will receive important information and guidance regarding the class's objectives, teaching methods, required materials, learner needs, learner levels, and client security regulations.
- Additionally, there will be a Q&A session where you can ask any questions you may have. This process helps ensure that you clearly understand the class-related information and can successfully conduct the class.

05. Class Commencement



During the class, please ensure to adhere to the guidelines provided during the pre-meeting. To ensure the successful conduct of each class, please follow the points below diligently.

Attendance Check

- **Attendance must be accurately recorded on the same day of each class.** Attendance is directly related to the salary you receive and is essential for learner management and class evaluation.

EV (Evaluation of Learners)

- Please complete and submit the EV (Evaluation) monthly or in advance according to the guidelines provided. The submitted EV will be automatically sent to the learners and plays a crucial role in quality management of the class and evaluation of learner performance.

Syllabus

- Within one week after the course begins or as per the previously provided instructions, please prepare the syllabus and conduct the class according to that plan. The syllabus is vital for clarifying the structure and objectives of the class and aligning expectations with the learners.