

Educator/Trainer Code of Conduct and Ethics

Policy Number: PP008

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Version	4.4
Policy Name	Educator/Trainer Code of Conduct and Ethics
	Adult Community Education (ACE) Nautilus Senior College (Nautilus & Yulinbal)
Compliance Standards	ACEQA: NESA: VET: 6.1, 6.2 and 8.5
Date Created	21/01/03
Endorsed By & Date	CEO under delegation 26/9/24
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Next Revision Date	1/7/26
Related Policies	PP009 Code Of Conduct & Ethics

This Policy applies to Mid North Coast Community College (MNCCC) and its trading arms.

1. Policy Statement

The College is committed to meeting the expectation of the community, that all services will be conducted with efficiency, impartiality and integrity and that all employees and Board Members will perform their duties at a high standard. Any conflict of interest between private activities and the College's will be resolved in favour of the College and the community it serves.

2. Definition

The Code of Conduct and Ethics is a set of standards that the College expects all current and former educators to use to indicate the manner in which they are to conduct themselves and their work. The Code does not replace any provision of an Act or Regulation.

3. Coverage

This Code of Conduct and Ethics has been prepared to cover the specific role of educator. All other Staff and Board Members are covered by the General Code of Conduct and Ethics.

The members of *the College* and the wider community expect the College to be effective, trustworthy and responsible. The Codes of Conduct and Ethics provide this guidance to staff, educators and the Board on the expected standards of conduct. If anyone doubts whether he or she will be able to follow these Codes, the matter should be brought to the attention of CEO or Chair of the Board.

As no document can cover all possible situations, staff, educators and Board members are requested to consider the "spirit" or "intent" of the Codes as well as the explicit provisions when applying it to particular circumstances.

Version:	1.0	4.3	4.4			
Effective Date:	21012003	09022022	26092024			

4. Principles

Educators need to adopt the following principles when performing their learning and assessment duties:

- Responsibility to *the College* as your employer;
- Respect for people and cultural sensitivity;
- Integrity and accountability;
- Adult learning and student-centred;
- Adhere to all laws and regulations made by commonwealth, state and local authorities; and
- Economy, effectiveness and efficiency.

5. Interactions with Students

Educators should be aware of the potential power imbalance and unconscious processes within any educator/student relationship. Educators must not exploit the relationship of trust with students in any way.

Educators must treat each student with dignity and fairness, recognise we are all different and have different views on politics, religion and matters of community interest. Acknowledge the adult environment and the experience and life skills which adults bring to the class.

Students with a disability are to receive support and positive approaches which will focus on their abilities and allow them to reach maximum potential.

6. Discrimination and Harassment

You must not harass, discriminate, or support others who harass and discriminate against colleagues, students or members of the community on the grounds of sex, pregnancy, age, race (including their colour, nationality, descent, ethnic or religious background), marital status, disability, homosexuality or transgender.

Such harassment or discrimination may constitute an offence under the Anti-Discrimination Act 1977. All forms of harassment and discrimination may constitute a breach of the Work Health and Safety Act 2011 if a risk of physical or psychological injury results from the harassment or discrimination.

Educators are to be watchful for any student being harassed by another and any such incidents are to be reported immediately to the co-ordinator.

7. Performance of Teaching and Assessment Duties

Educators are required to:

- Have prepared course documentation to be submitted to the College which should include an assessment plan and assessment tasks, lesson plans, handouts, overhead transparencies etc, in relation to the details of the proposed course outcomes and resources.
- At the first session discuss the proposed course outcomes with the students, distribute and complete all necessary paperwork, and procedure with suggested welcome and introductions.
- Discuss with the course coordinator any resources which are required for the course in sufficient time for such resources to be obtained.

Version:	1.0	4.3	4.4			
Effective Date:	21012003	09022022	26092024			

- Be prepared for each class with adequate copies of notes and/or resources prior to class start time.
- Arrive at the class 10-15 minutes prior to the advertised time to ensure the room is ready for the class.
- Commence the class on time, because some students are late the rest should not miss out on scheduled time.
- Complete the class roll each session in the appropriate manner as described in the Educator/Trainer Handbook and sign and return it to the coordinator at the completion of the course.
- Make sure that confidential and sensitive information in any form (e.g. documents, computer files, student records) cannot be accessed by unauthorised persons and that sensitive material is securely stored.
- Wear clothing that is clean, tidy and appropriate for the type of course, including workplace health and safety requirements if necessary, and in keeping with the professional business image of the organisation.
- Smoking is not permitted during class time or on the premises.
- Do not sell, or allow for sale within the class time, raffle tickets or other fundraising activities.

8. Commercial Exploitation

The College representatives may not solicit or accept remuneration for, or derive benefit from, their role within *the College*, other than through salary or other payments associated with their paid work for the organisation. All customer enquiries are to be directed back to the College.

9. Conflicts of Interest

Conflicts of interest exist when it is likely that you could be influenced, or it could be perceived that you are influenced by a personal interest when carrying out your duties. Conflicts of interest that lead to biased decision making may constitute corrupt conduct.

A educator must declare to the CEO or the Training and Compliance Manager if a conflict of interest may exist and outline the nature of the conflict in accordance with the MNCCC Conflict of Interest Policy.

Educators must not sell or promote to the class related goods or services from which they stand to gain.

Educators must not accept any gifts or benefits, the receipt or expectation of which might in any way tend to influence, or appear to influence, you in your duties.

10. Workplace Health and Safety

It is the responsibility of all staff, educators and Board members to act in accordance with the workplace health and safety legislation and *the College* policies and use security and safety equipment provided. You are responsible for the safety in your work area by:

- following the safety and security directives of the CEO, Chair of the Board or Coordinator; and
- advising the CEO as soon as possible verbally, and follow up in writing, any incidents and/or potential hazards that have occurred or could occur involving staff or students.

Version:	1.0	4.3	4.4			
Effective Date:	21012003	09022022	26092024			

11. Complaints and Grievances

In the event of an unresolved grievance with a student or colleague, advise the CEO who will mediate the issue.

In the event of an unresolved grievance with the CEO, the matter may be referred to the full Board through the Chair.

All complaints will be dealt with in accordance with the *College* policy, *Responding to Suggestions, Complaints and Allegations*.

12. Conduct of Former Educators

Former educators should not use, or take advantage of confidential information obtained in the course of their duties, that may lead to gain or profit, until it has either become publicly available or gained approval for use from the CEO.

13. Breach of the Code of Conduct and Ethics

You should note that breaches of certain sections of the Code of Conduct and Ethics may be punishable under legislation. Breaches of this Code of Conduct and Ethics may also lead to disciplinary action and/or dismissal.

14. Version History

Version	Prepared By	Date prepared	Approved By	Approval Date	Reason
1.0			Board	21/1/23	Creation
4.3	A Weber	1/2/22	CEO u/d	9/2/22	Format update
4.4	A Weber	28/8/24	CEO u/d	26/9/24	Format update

STAFF SIGN-OFF

I,....., have read, understood and agree to abide by the MNCCC's Educator/Trainer Code of Conduct and Ethics.

Signature: Date:

Version:	1.0	4.3	4.4			
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