

CODE OF CONDUCT (TRAINER)

Purpose:

To determine a Code Of Conduct for Trainers.

Definitions

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| CEO | Chief Executive Officer Regional Enterprise Development Institute Ltd |
| RTO | Registered Training Organisation |
| The Organisation | REDI.E |
| Training Manager | Person responsible for the operation of REDI.E as an RTO |

Policy:

General

As adult educators we are committed to helping our students achieve their varied learning objectives and encouraging them to embrace the challenges and opportunities of Life Long Learning. Trainers occupy a key role in that process.

This **Code of Conduct** is designed to outline a number of principles that underpin our approach to adult education, to address significant features in the relationship between trainer and student, and to set out some of the key operating arrangements that need to be observed so that we can continue to provide consistently high quality courses and support services for our customers.

Trainers are asked to familiarise themselves with:

- this Trainer Code of Conduct,
- the Agreement between REDI.E and its employees,
- the organisation's Code of Practice and general Code of Conduct
- its relevant Policies, Policy Guidelines and Procedures,

which are always available.

Personal Information

Staff or student telephone numbers and addresses will not be given out at any time except for the provision of class roll information for trainers at the commencement of classes. Such information is for the purpose of communicating with students in the connection with the trainer's teaching obligations, and for no other reason. The information will not be released to a third party.

Trainers' phone numbers or address will not be given to students who desire contact with the trainer. However, a student's request to speak to a trainer may be passed on to the trainer by a member of staff, and the student will be told that the trainer may contact them if possible. Messages will be relayed to the staff member concerned by a member of the office staff.

Requirements

Trainers will familiarise themselves with the organisation's Policies, Policy Guidelines and Procedures that are relevant to their work, and ensure that they observe them at all times.

Trainers will have the best interests of their students in mind and treat them with dignity and fairness, acknowledging the adult environment in which we operate and the varied experience and life skills that students bring to it.

Trainers will ensure that their programs and courses are of high quality and reflect the principles of learning. They will recognise and appreciate students' individual needs and learning styles, provide

opportunities for negotiated learning and self-directed learning, encourage ongoing evaluation and positive reinforcement, and create an appropriate, relaxed learning environment.

Trainers will be diligent in preparation, delivery, assessment and evaluation of their courses. They will assess and mark work fairly, without favour, and in compliance with guidelines issued from time to time.

Students are to have access to REDI.E courses and services regardless of educational background, gender, marital status, sexual preference, pregnancy, or socio-economic background, physical or intellectual impairment, and religious or political affiliation.

Trainers will respect students' and others' rights to privacy and maintain the confidentiality, integrity and security of all personal information entrusted to them in the normal course of their work. They shall not communicate it to others without the written permission of the person concerned, unless it would normally be available to the public, or is required by law to be released.

Trainers may not solicit or accept remuneration for, or derive benefit from, carrying out their duties with the organisation, other than from salary or other payments the organisation makes to them for that work. In particular, trainers may not take commercial or other advantage of students arising from their participation in our programs and courses.

Although the organisation is mainly an adult education facility, minors and children are periodically on REDI.E premises participating in classes or accompanying adults. We will endeavour to ensure that any child on the organisation's owned or leased property is protected against any form of child abuse.

REDI.E is committed to the employment of staff and trainers who do not have a criminal conviction for a crime against a minor, violence or sexual assault.

REDI.E will endeavour to protect trainers and others against spurious or unjust accusations.

Trainers will mark students' work fairly, without favour and in compliance with the established guidelines.

Trainers will not smoke on the organisation's premises and will observe its Policy Guidelines on the use of alcohol and drugs.

Trainers are expected to dress appropriately for the course they are conducting and in keeping with the image of the organisation.

Trainers are expected to be punctual and well prepared - to arrive at the class 10 minutes before class time commencement, and begin on time. Because some students are late the rest should not miss out on scheduled time.

Trainers are to complete their class roll fully and accurately at each session and sign and return it to the Program Coordinator promptly at the completion of the course.

Trainers should advise the Program Coordinator of any instance of harassment, or suspected harassment, and any incidents and/or potential hazards that have occurred or could occur involving staff or students.

All trainers are required to complete Certificate IV Training & Assessment or the equivalent within 2 terms of commencing work.

VET Trainers will be asked every six months to update their entry in the organisation's Register of Trainer and Assessor Qualifications and are expected to respond fully and accurately to the request.