AUSTRALIAN NATIONAL COLLEGE CODE OF CONDUCT

Following are the codes of conduct for Trainers, Assessors and Students at ANC (Australian National College). Australian National College is a registered RTO that delivers nationally recognised courses, namely Certificate III in Printing and Graphic Arts (Graphic Pre-Press) and Diploma in Business.

Code of Conduct (Trainers)

High standards of professional conduct are central to the role of training and in this Code of Conduct.

The purpose of the Code is to assist the trainers in determining what constitutes acceptable behaviour at the college and also their responsibilities towards the college and the students.

The following shall constitute professional misconduct by a registered trainer:

(a) Engaging in any improper conduct in his or her professional capacity or otherwise by reason of which determines the trainer to be unfit for their job roles and responsibilities is unfit to carry out training.

Trainers:

- Must ensure a safe working and learning environment for the learners at all times as far as is reasonably practicable.
- Must maintain any confidential information relating to learners/institute gained in the course of their work at the institute, unless the wellbeing of an individual or a legal imperative requires disclosure.
- Must act with honesty and integrity in all aspects of their work. They should avoid direct conflict between their private interests and their professional work. If a conflict of interest arises, the trainer must inform the Course Coordinator/ Campus Officer.
- Must respect learners, colleagues and co-professionals. They should interact with them in a way that does not discriminate and that promotes equality.
- Must provide complete and accurate information and authentic documents with respect to their professional status, qualifications and experience including appropriate insurance cover and tax clearance certificate where applicable
- Must use only their own names, as set out in the National Register of Approved Trainers (NRAT), in the course of their professional duties.

Code of Conduct (Assessors)

The following shall constitute professional misconduct by an Assessor:
(a) Engaging in any improper conduct in his or her professional capacity or otherwise by reason of which determines the trainer to be unfit for their job roles and responsibilities is unfit to carry out training.

- The assessors must take into account the differing needs of the learners when conducting assessments.
- If there is possibility of conflict of interest during the assessment process, it must be reported to the Course Coordinator/ Campus Officer.
- The assessment process and in the review/reporting of assessment outcomes must be free from all forms of discrimination or harassment.
- The rights of learners/students are protected during and after the assessment process. Students are made aware of their rights and processes of appeal.
- Please refer to the evidence guide when verifying evidence. Assessment decisions are based on available evidence that can be produced and verified by another assessor.
- Please refer to the institute’s assessment policy when conducting assessments and also institute’s policy on resubmissions/reassessments.
- Assessment procedures and tools are consistent with equal opportunity legislation.
- The Student must be aware of the assessment procedures/criteria prior to the commencement of the assessment.
- Student should be informed of all known potential consequences of assessment decisions prior to the assessment.
- The assessor must maintain confidentiality when conducting assessments. This covers all information relating to the individual assessment record, the outcome and the personal details of the student.
- Assessment outcomes should be clear, concise and in a format that can be clearly understood by the student.
- Moderation/Validation and self-assessments should be undertaken by the assessors to ensure current competence against the Training and Assessment Training Package (TAA04) competency standards.
- Assessors must participate in professional development activities. They also should encourage their colleagues and make recommendations to the management in regards to professional development of other trainers/assessors at the institute.

Code of conduct (Students)

The students:

- Are expected to behave in professional manner at all times and wear their Student ID cards at all times on campus.
- Are expected to treat staff and other students with respect and courtesy.
• Are expected to familiarise themselves with the college’s policies and procedures available in the student handbook and on the college’s website.

• Must respect and use the facilities and equipment at the college keeping in mind the college’s policies such as the IT policy. They must also respect the right of others to use the resources available at the college.

• Must attend their classes and complete their assignments within the designated timeframe.

• Must provide the college with accurate and up to date personal information.

• Must maintain satisfactory academic progress.

• Are expected to be aware of their own academic progress and hence are expected to access resources within the college including contacting academic staff for assistance in order to maintain satisfactory academic progress.

• Are expected to prepare adequately and participate in activities and tasks given during their class hours.

• Must provide honest feedback in all forms (surveys, discussions etc) to staff on the quality of teaching and other services in the college.