

Tutors Code of Conduct

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. Tutors 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 tutor 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.

In everyone's interest Tutors are asked to familiarise themselves with:

- this Tutor Code of Conduct
- the Certified Agreement between the organisation and its employees
- the organisation's Code of Practice and general Code of Conduct
- the relevant Policies, Policy Guidelines and Procedures

Which are contained in the Tutors Manual received on appointment and which is always available on-line for reference.

- Tutors will familiarise themselves with those of the organisation's Policies, Policy Guidelines and Procedures that are relevant to their work, and ensure that they observe them at all times.
- Tutors 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.
- Tutors will ensure that their programs and courses are of high quality and reflect the principles of adult 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.
- Tutors 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.
- Adults are to have access to our courses and services regardless of educational background, gender, marital status, sexual preference, race, colour, pregnancy, national origin, ethnic or socio-economic background, physical or intellectual impairment, and religious or political affiliation.
- People with disadvantages are to be encouraged to use, and benefit from, our programs and support services wherever practicable, although access for all disadvantaged people may be limited by financial resources and available facilities.
- Tutors 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.
- Tutors 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, tutors 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 some classes are designed for minors and children are periodically on our 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 sexual abuse.
- We are committed to the employment of staff and tutors who do not have a criminal conviction for a crime against a minor, violence or sexual assault. Accordingly, child abusers will not be employed, or continue to be employed, when discovered.
- We will endeavour to protect tutors and others against spurious or unjust accusations of child sexual abuse.
- Tutors will assess students' work fairly, without favour and in compliance with the established guidelines.
- Tutors will not smoke on the organisation's premises and will observe its Policy Guidelines on the use of alcohol and drugs.
- Tutors are expected to dress appropriately for the course they are conducting and in keeping with the image of the organisation.
- Tutors are expected to be punctual and well prepared - to arrive at the class 10 minutes before on time. Because some students are late the rest should not miss out on scheduled time.
- Tutors 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.
- Tutors should advise the Training Manager of any instance of sexual harassment, or suspected sexual harassment, and any incidents and/or potential hazards that have occurred or could occur involving staff or students.
- All tutors are required to complete Train Small Groups or the equivalent within 3 terms of commencing work.
- VET Tutors will be asked every six months to update their entry in the organisation's Register of Tutor and Assessor Qualifications and are expected to respond fully and accurately to the request.