

Document Control		
<b>Document /Policy Number:</b>	AIQ006827	<b>Effective from:</b> 10/04/2025
<b>Linked Documents/Regulatory Requirements:</b>	Active IQ Centre Agreement Active IQ Quality Charter	
<b>Date of Next Review:</b>	10/04/2026	<b>Classification Level:</b> Active IQ Sensitive

## Active IQ Quality Charter centre staff declaration

### Introduction

The purpose of this Quality Charter is to outline the roles and responsibilities of all centre staff in relation to the delivery, assessment and internal verification of Active IQ qualifications, and to state how centre staff should conduct both their role and themselves.

### Promote and uphold: ethical standards and integrity through own professional competence and behaviour by-

- always exhibiting professional and personal integrity and honesty at all times, acting as a role model for maintaining the highest standards of ethical conduct and prioritising others needs
- establishing, maintaining and developing professional relationships based on confidence, trust and respect
- offering advice, guidance, services and support only to the level at which you are competent and qualified, openly referring onward to appropriate fellow professionals as needed
- demonstrating a willingness to accept responsibility and remain accountable for all your professional decisions and actions, welcoming evaluation of your work
- championing teaching, learning and assessment practices that promote equality of opportunity, diversity and inclusion
- demonstrating and promoting sensitivity to the customs, practices, cultural and personal beliefs of others

Disclaimer: The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use.

**Promote and uphold: ethical standards and integrity through professional competence and behaviour across centres and/or staff members by-**

- demonstrating and promoting sensitivity in respect of confidential centre information and individual agreements
- refraining from sharing resources and confidential assessment materials outside of the approved centre
- establishing and maintaining a position of trust, adopting this throughout all aspects of your role/s
- promptly identifying and reporting any actual or potential conflicts of interest and working diligently within the parameters set out by the relevant Head of Centre or Active IQ to mitigate the conflict
- operating with a keen eye to detail and being vigilant to actual or perceived cases of maladministration or malpractice, promptly reporting these to the relevant Head of Centre or Active IQ where applicable
- ensuring to protect the interests of learners in connection with the delivery of qualifications
- being mindful of the distinction between acting in a personal and professional capacity
- always acting in a way that supports and upholds the reputation and values of the professional education setting, the wider health, fitness and physical activity industry, and communities beyond
- acting as a positive role model, affording respect and dignity to all fellow professionals

Disclaimer: The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use.

Copyright © 2024 Active IQ Ltd.

## Your Commitment

By signing this charter, you acknowledge your responsibility to uphold these principles, ensuring Active IQ qualifications remain synonymous with excellence, integrity, and professionalism.

In addition, you are providing confirmation that you will not be operating in contradiction to any non-compete contract clauses connected to your current or prior employment (where applicable).

<b>Name</b>	
<b>Signature</b>	
<b>Position/s</b>	
<b>Centre</b>	
<b>Date</b>	

Disclaimer: The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use.

## Revision History

Document Number	Date	Summary of changes	Author	Approved by
AIQ006787	30/10/2024	Reviewed and updated on new template	Lee Buck	Kayleigh Lee
AIQ006787	03/01/2025	Updated to coincide with the new Active IQ Quality Charter	Mandie Percival	Kayleigh Lee
AIQ006827	10/04/2025	Updated to include declaration related to any non-compete contract clauses	Mandie Percival	Lee Buck

Disclaimer: The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use.

Copyright © 2024 Active IQ Ltd.