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Active IQ centre staff code of ethical conduct declaration

Introduction

The purpose of this code of conduct 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 state how centre staff should conduct both their role and themselves.

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

- exhibit professional and personal integrity and honesty at all times, acting as a role model for maintaining the highest standards of ethical conduct
- establish, maintain and develop professional relationships based on confidence, trust and respect
- offer 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
- demonstrate a willingness to accept responsibility and remain accountable for all your professional decisions and actions, welcoming evaluation of your work
- champion teaching, learning and assessment practices that promote equality of opportunity, diversity and inclusion
- demonstrate and promote sensitivity to the customs, practices, culture and personal beliefs of others

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

- demonstrate and promote sensitivity in respect of confidential centre information and individual agreements
- refrain from sharing resources and confidential assessment materials outside of the approved centre
- establish and maintain a position of trust, adopting this throughout all aspects of your role/s
- inform Head of Centre or Active IQ immediately if you become aware of any potential conflicts of interests

Declaration

I confirm that I have read and understood the Active IQ centre staff code of ethical conduct and agree to abide by this in my role.

Name	
Signature	
Position	
Centre	
Date	

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Revision History

Document number	Date	Summary of changes	Author	Approved by
AIQ006245	30/10/2024	Reviewed and updated on new template	Lee Buck	Kayleigh Lee

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