

## SKILLTIME TUTOR / ASSESSOR / IQA's / EQA's / CANDIDATES / LEARNER CODE OF CONDUCT

**Skilltime:** is committed to the highest standards in education and training and expects all tutors, assessors, IQA / EQA's, candidates and learners to honour and observe the following code.

### Respect for Others

- I will respect the rights, dignity and worth of other tutors, IQA's, EQA's, learners, volunteers, and organisation staff whilst representing, delivering, or participating in Skilltime training.
- I will treat everyone equally regardless of disability, gender reassignment, sex or sexual orientation, ethnic origin, marriage and civil partnership, pregnancy or maternity, religion, or race.
- I will be a positive role model for other tutors, assessors, IQA's, EQA's, learners and candidates.

### Be Professional and Responsible

- My manner, language, punctuality, and preparation will be of the high standard expected by Skilltime.
- I will be aware that I am representing Skilltime while tutoring, assessing, or learning and will ensure that I do not bring Skilltime, my organisation or myself into disrepute. This includes personal behaviour and communication including social media.
- I shall communicate in advance to Skilltime if I am ill or unable to attend any training course session, CPD or event.
- I will display control, respect, dignity, and professionalism to all involved and associated with Skilltime (other tutors, assessors, IQA's, EQA's, learners, administrators, parents, and staff).
- I will encourage other tutors, assessors, IQA's EQA's, learners and assistants to demonstrate the same qualities.
- I will refrain from any form of personal abuse towards tutors, assessors, IQA's. EQA's, learners, staff, and others, including verbal, physical and emotional abuse.
- I will be knowledgeable about the qualification / course rules required for each I am involved in delivering / participating in.
- I shall set exemplary standards in dress and uniform for the activity with which I am involved in.
- I will try at all times to ensure that I am prepared to participate and, in a position, to perform to my full potential.
- I shall prepare and complete any requirements for the qualification / course and uphold the highest standards at all times.
- I will comply with relevant Skilltime policies and procedures.

### Health and Safety for Tutors, Assessors, IQA's, EQA's, Candidates and Learners

- I will ensure as far as I am able that any equipment I use and facilities I access are safe to use.
- I will be aware of my limitations as a Tutor, Assessor, QA, Candidate, or Learner that are highlighted on any medical information I provide for Skilltime.
- I will maintain the same interest and support to any injured or sick tutor, learner, or candidate.

I understand that if this Code of Conduct is violated in any way, it could prohibit me from being involved with Skilltime.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_