

## Instructors and assessors Staff Policy

### Australian Centre for Advanced Studies

Revision 1

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### Instructors and assessors: Role description

1. Plan, instruct and assess units in one's specialist area:
  - a. Assist in the developing the Training and Assessment Strategy
  - b. Teach all classes as scheduled, or organize an acceptable substitute if unable to attend.
  - c. Supervise independent study contracts, online students and research projects as assigned.
2. Comply with ACAS policies and the code of conduct (below).
3. Develop any instructional and assessment materials necessary for assigned units.
4. Promote compliance with the Standards for Registered Training Organizations.
5. Contribute to validations of assessment.<sup>1</sup>
6. Contribute to continual improvement.<sup>2</sup>
7. Provide the Centre with updated records of qualifications and relevant experience<sup>3</sup>
  - a. Hold a qualification in instructing and assess that complies with the SRTO
  - b. Do professional development in one's specialist area at least annually
  - c. Do professional development in training and assessing at least annually
  - d. Maintain vocational skills.
8. Identify student needs for additional support of whatever kind (e.g. language, literacy, numeracy, study skills, disability) during the provision of instruction and assessment.<sup>4</sup>
9. Provide basic support as relevant<sup>5</sup>:
  - a. If the whole group, integrate it into regular instruction
  - b. If individuals, provide extra coaching
  - c. If disability, provide an environment that accommodates disability and/or make allowable adjustments in assessment
10. If the support need is outside the ability of the instructor/assessor, refer the student to internal support specialists (e.g. school educational support personnel).
11. If the support need is outside the capacity of the site, refer the student to external support providers, and inform them of any fees.

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<sup>1</sup> SRTO 1.8-11.

<sup>2</sup> SRTO 2.2.b.

<sup>3</sup> SRTO 1.13. Professional Development may take many forms, e.g. validations of assessment, attending courses and seminars, writing, research, participating in forums, coaching and mentoring programs.

<sup>4</sup> SRTO 1.7.

<sup>5</sup> SRTO 1.3.b.

## Code of conduct

1. This code is intended to guide all ACAS staff to identify and resolve ethical issues. It stands beside but does not exclude or replace the rights and obligations of students and staff under the law.
2. Staff are required to maintain professional standards of appearance, punctuality and behaviour.
3. If formal procedures have not been established, or if staff are in doubt about any aspect of their conduct or that of others, they should raise these matters with their supervisors in the first instance. If it is the conduct of the supervisor that is the subject of concern, the matter should be taken up with the person to whom the supervisor reports.
4. For the purpose of this code of conduct "college" refers both the ACAS and to the staff member's member college.

## Academic freedom

1. Academic freedom brings a duty to be responsible and honest in searching for and disseminating knowledge and truth. It includes the freedom into make informed comment on social mores and practice and in challenging beliefs, policies and structures.
2. Staff are encouraged to contribute to public debate as concerned citizens. Members of staff writing or speaking publicly in professional or expert capacities may identify themselves by their college appointment or qualifications and may, for that purpose, use the name of the college on condition that they clarify that any views expressed are their own.
3. However, staff members commenting publicly on issues other than in professional or expert capacities must do so from private addresses and should not use the name of the college, or otherwise identify themselves with the college.

## Acceptance of gifts or benefits

1. Staff may not solicit any gifts or benefits for themselves, or accept gifts or benefits that might in any way compromise or influence them in carrying out their duties, or which might reasonably be seen by others as an inducement that places a staff member under an obligation.
2. Staff may accept gifts of nominal value, generally used for promotional purposes by the donor, or moderate acts of hospitality.
3. Staff should send gifts of significant value to their employing college, where they can be acknowledged and accepted on behalf of the college.

## Close personal relationships

1. Close personal relationships between staff and students can compromise professional standards and might reasonably be seen by others to involve a breach of trust and/or a conflict of interest.
2. Consequently, staff should avoid supervising or assessing students or other members of staff who are members of their family or with whom they have, or have had, a personal or other significant relationship.
3. If it is unavoidable, supervision must be openly seen to be of the highest professional standard and neither unfairly advantage nor disadvantage the supervisee.

## Confidentiality of information

1. Staff are required to respect individuals' rights to privacy and treat in confidence all information supplied to them on that basis.
2. In particular, unless required by law, personal and official information (such as academic records) provided by and about staff and students must not be given to third parties without the informed written consent of the individuals concerned.

### Conflict of interest

1. Confidence in ACAS and in the member college is put at risk when the conduct of a staff member involves, or appears to involve, a conflict between their private interests and their duties as a staff member.
2. Conflict of interest refers to not only to personal financial interests but also to any other interests and actions that appear to conflict with their duties as a staff member.
3. The meeting minutes will record the declaration of interest.
4. Before the discussion of the matter by a college committee, staff must:
  - a. declare any actual or potential conflicts of interest before the discussion of the matter,
  - b. withdraw from the meeting during that discussion unless given leave to remain, and,
  - c. abstain from voting on the matter.

### Harassment

1. State and federal legislation requires the college to provide students and staff with an environment that is free from all forms of harassment and discrimination. There are penalties for non-compliance.
2. Staff have an obligation to:
  - a. treat each other and students with respect and, in particular, to respect the beliefs and cultural mores of others;
  - b. consider the impact of their decisions on others; and
  - c. refrain from acting in any way so as to, or with the intention to, unfairly harm the reputation or career prospects of other staff members and students
  - d. require students to act in this way.
  - e. Although internal procedures will hopefully resolve all complaints, those involved retain their right at any stage to seek the intervention of external bodies such as the Equal Opportunity Commission and the Ombudsman.

### Use of the college's resources

1. Staff are expected to be efficient and economical in their use of resources, and not permit the abuse of these resources by others.
2. College property must not be used for private purposes unless this is approved according to college policy.

### Use of the college's name

1. The use of the college's name in the promotion or advertising of commercial products will only be approved if seen to be direct benefit to the College. Members of staff may not use or allow the use of the name of the college or identify themselves as staff of the college in the public promotion or advertising of commercial products without prior approval.

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