

1. Purpose

The purpose of this document is to outline the obligations of FCIA Training Academy Pty Ltd.'s (FCIATA) (RTO ID # 45668) trainer(s) and assessor(s) to ensure professionalism, integrity, and fairness in training and assessment processes. All trainers and assessors must adhere to these principles to maintain high standards in training and assessment.

2. Ethical principles

2.1 Integrity and Honesty

- Act with the highest ethical standards.
- Conduct training and assessment with honesty, transparency, and fairness.
- Provide accurate information to learners and stakeholders.
- Use public funds and other resources responsibly.
- Not accept benefits, gifts or other inducements from third parties associated with business activities unless such benefits, gifts or other inducements do not influence the outcome of any dealing on behalf of FCIATA.

2.2 Respect and Professionalism

- Treat all learners, colleagues, and stakeholders with dignity and respect.
- Not use the name, reputation or other resources to promote any business or non-business-related activity without the approval of the CEO.
- Foster an inclusive and supportive learning environment, free from discrimination, harassment, or bias.
- Not behave in a manner that damages the public confidence in the delivery of quality training.
- Not enter any transaction or become engaged in any other situation, which may result in a conflict of interest with the FCIA and its business.
- Maintain professional boundaries.

2.3 Confidentiality and Privacy

- Protect learners' personal and academic information in accordance with relevant privacy laws and FCIATA policies.
- Obtain informed consent before sharing any learner-related information.

2.4 Fair and Equitable Assessment

- Ensure assessments are conducted impartially and without bias.
- Provide constructive and objective feedback based on learners' performance.
- Accommodate reasonable adjustments for learners with special needs.

3. Accountability and Reporting

- Trainers and assessors must take responsibility for their actions and decisions.
- Report any unethical behaviour, misconduct, or breaches of this Code of Conduct.
- Cooperate with any investigations related to ethical concerns.
- Maintain written records of all material dealings with external parties to provide adequate audit substantiation and demonstrate compliance with FCIA Training Academy policies.

Code of Conduct Policy

- Be familiar with FCIA Training Academy policies and procedures relevant to activities undertaken.
- Report to the CEO any breaches of this Code of Conduct or any other unlawful activities of which he or she may become aware.

4. Consequences of Breach

Failure to comply with this Code of Conduct may result in disciplinary actions, including warnings, suspension, or termination, depending on the severity of the breach.

Acknowledgement Form:

I acknowledge that I have received the information listed in the procedure above. I understand my obligations as Trainer and Assessor and will provide FCIATA with requested information.

Trainer and Assessor Name:

Trainer and Assessor Signature:

Date of Signature:

____/____/____

National RTO Manager Name:

National RTO Manager Signature:

Date of Signature:

____/____/____

Document Information

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