

Trainer/Assessor Code of Conduct

Trainers are required to -

- Treat each student with dignity and fairness. Recognise we are all different and have different views on politics, religion and matters of community interest. Acknowledge the adult environment and the experience and life skills which adults bring to the class. Students with a disability are to receive support and positive approaches which will focus on their abilities and allow them to reach maximum potential.
- Wear clothing that is clean, tidy and appropriate for the type of course, including workplace health and safety requirements if necessary, and in keeping with the image of the College. Smoking is not permitted during class time.
- Prior to course commencement Trainers will supply to CC-NI a timetable for the delivery and assessing of each unit in the qualification.
- Be prepared for each class with adequate copies of notes and/or resources.
- At the first session discuss the proposed course outcomes with the students and seek their input to the program to ensure they achieve the desired learning outcomes.
- Discuss with the course coordinator any resources which are required for the course in sufficient time for such resources to be obtained.
- Arrive at the class 15 minutes prior to the advertised time to ensure the room is ready for the class
- Commence the class on time; because some students are late the rest should not miss out on scheduled time.
- Complete the class roll each session and sign and return it to the Coordinator at the completion of the each unit of competency.
- Be watchful for any student being harassed by another and any such incidents are to be reported immediately to the coordinator.
- In the event of an unresolved grievance with a student, advise the coordinator who will mediate the issue
- Do not sell, or allow for sale within the class time, raffle tickets or other fundraising activities
- Do not sell or promote the sale of materials during class time without prior thorough discussion with and permission from the coordinator
- Advise the coordinator as soon as possible verbally, and follow up in writing, any incidents and/or potential hazards that have occurred or could occur involving staff or students.
- In the event of an unresolved grievance with the coordinator, the tutor may seek a resolution to the matter with the Executive Officer and if still not resolved may refer the matter to the full Management Committee.