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BRUSH FARM
CORRECTIVE SERVICES ACADEMY
CORRECTIVE SERVICES NSW

CODE OF CONDUCT AND ETHICS

For registered training organisation staff

Growth through Learning

Director's Foreword

It is with pleasure that I present the Brush Farm Corrective Services Academy Code of Conduct and Ethics for RTO staff.

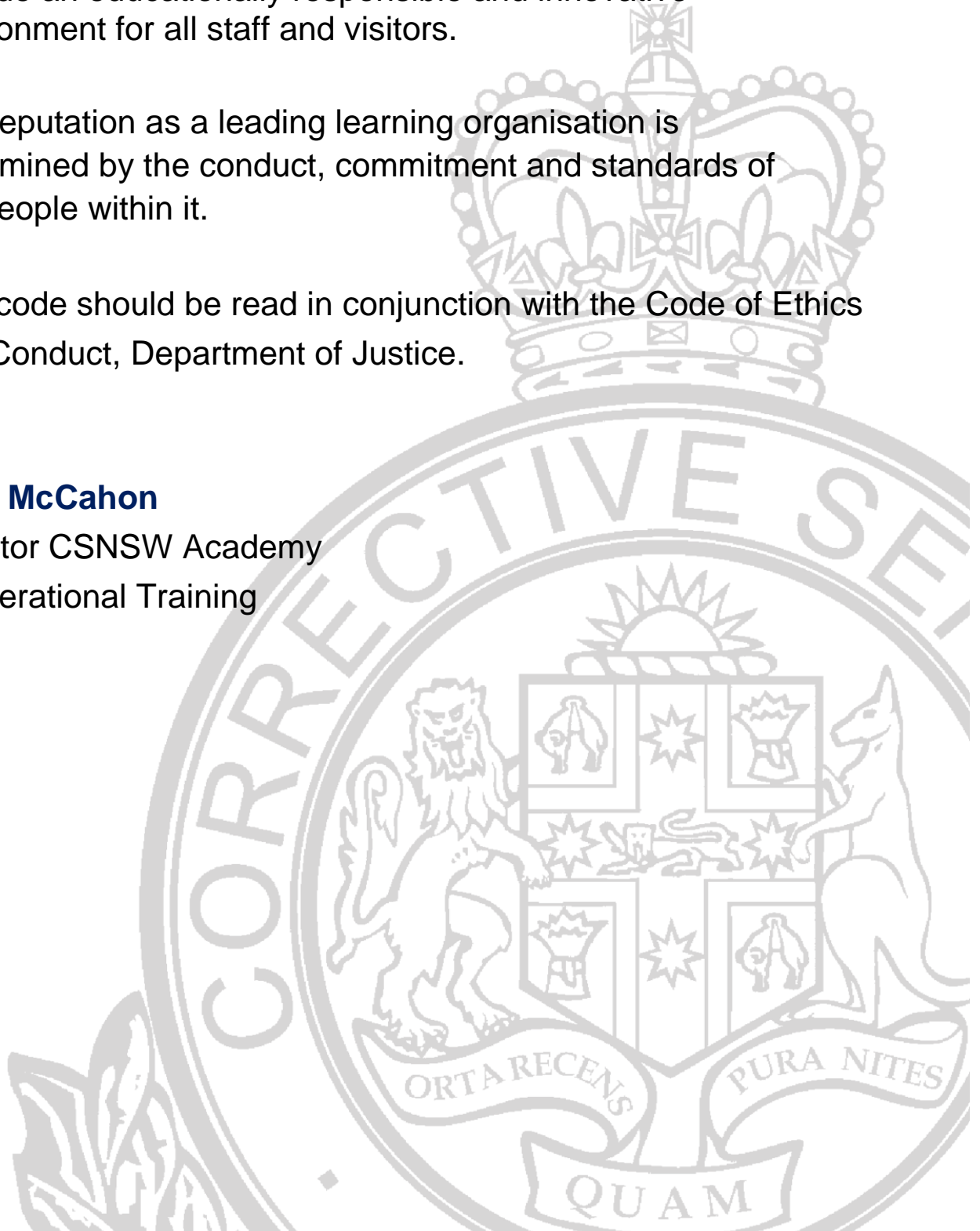
As a Registered Training Organisation (RTO), we aim to provide an educationally responsible and innovative environment for all staff and visitors.

Our reputation as a leading learning organisation is determined by the conduct, commitment and standards of the people within it.

This code should be read in conjunction with the Code of Ethics and Conduct, Department of Justice.

Gary McCahon

Director CSNSW Academy
& Operational Training



Introduction

CSNSW Academy staff will act in accordance with the highest level of industry standards to provide vocational education and training in the field of corrections.

Staff will strive at all times to act with courtesy and fairness and to relate professionally to colleagues and other public sector employees, contractors, members of the public and trainees. In our dealings, we will ensure that we do not prejudice the operations, security or reputation of the Academy or CSNSW.

This document sets out the commitment of Academy staff to providing a quality service to CSNSW and to all participants/trainees.

Professional Conduct towards participants/trainees

- Staffs acknowledge that they hold a position of influence and authority over trainees/participants which will not be abused in any way
- Staff must ensure that they maintain professional boundaries with trainees/participants at all times
- Any staff member who has a personal relationship with a trainee/participant will declare that relationship to the Director CSNSW Academy & Operational Training (AOT) and will not have any professional dealings with that trainee/participant, without the prior approval of the Director
- Staff are not permitted to engage in any social activities with trainees/participants without the permission of the Director

Training & Assessment

In relation to the manner in which staff performs their training and assessment duties, staff will:

- Provide trainees/participants with fair, transparent and accountable feedback and evaluation of their work
- Provide trainees/participants with assessment/appeals procedures and opportunities for reassessment as per the Standards for RTOs 2015
- Refer trainees/participants to external advice/counselling services where necessary
- Treat all trainees/participants fairly and professionally recognising the rights and dignity of the individual and maintaining the principles of equal opportunity regardless of race, gender, sexual preference or disability

Staff will not conduct an assessment when:

- They are not authorised assessors
- They do not hold the relevant qualifications to conduct the assessment
- They have been offered a bribe, inducement or other consideration
- They have a personal relationship with trainee/participant and have not declared it

Performance of official duties

Staff will:

- Undertake duties with honesty, objectivity, integrity and diligence
- Comply with all aspects of the Standards for RTOs 2015
- Comply with all Academy Policies and Procedures
- Maintain accurate, confidential, and secure training and assessment records
- Comply with the requirements of Commonwealth and NSW legislative and other regulatory bodies including:
 1. Work Health & Safety Regulations 2011
 2. Work Cover NSW
 3. Australian Skills Quality Authority
 4. Privacy & Personal Information Act 1999
 5. The National Vocational Education and Training Regulator Act 2011 and other relevant legislation
 6. Operational instructions as per relevant Code of Ethics and Conduct.
- Treat all official information with respect and confidentiality

This includes:

- Trainee/participant records/ information kept on Student Information System/Learning Management System will

only be used for purposes pertinent to the organisation and not for personal gain.

- Trainee/participant evaluations will be used to improve the quality of training and all feedback will be incorporated into the annual review process
- A culture of providing feedback will be encouraged by all staff and all feedback will be directed to the appropriate place
- Training product information will be advertised and marketed with integrity, accuracy and professionalism
- This means promotional information regarding the Academy's training and services will be an accurate and a true reflection of the Academy as it is reviewed by our participants, stakeholders and other government agencies



Conflicts of Interest

Staff will declare any conflict of interest in accordance with relevant Code of Ethics and Conduct.

Examples of a conflict of interest include but are not limited to:

- Assessing a friend's or relative's work
- Holding a financial or personal interest in a contractor or supplier to CSNSW Academy

Staff will not:

- Enrol themselves into a course they are co-ordinating

- Commence a personal relationship with a trainee / participant
- Issue themselves a qualification through the Student Information System or the Learning Management System

Staff will recognise and advise the Director (AOT) of any possible conflict of interest in dealing with and/or on behalf of the Academy.

If in doubt, staff should seek advice from their manager or contact the Professional Standards Branch on:

workplacebehaviour@justice.nsw.gov.au

Social Media

Professionalism, impartiality, and transparency are principles that are held in high regard by all at the Academy. CSNSW Academy staff must adhere to these principles within the context of social media. It is the responsibility of Academy staff to establish appropriate boundaries, and identify any conflicts of interest with participants and colleagues on social media. Staff must behave in a professional and respectful manner when social media is used

Academy staff must uphold the reputation of their profession on line at all times. Academy staff must not:

- share confidential information online
- post inappropriate comments about colleagues or participants
- use social networking sites to bully or intimidate
- pursue personal relationships with course participants they are training/assessing

- distribute inappropriate material
- use social networking sites in any way which is unlawful

This list applies to all kinds of online communication, including Facebook and Twitter, personal websites and blogs, discussion boards, email groups and instant messaging. It also covers all kinds of content shared online, including text, photographs, images, video and audio files.

***Staff must declare any breach of this code to
the Director CSNSW Academy & Operational
Training***

Associated Documents

- Corrective Services NSW Guide to Conduct and Ethics 2010
- Standards for Registered Training Organisation (RTOs) 2015
- All relevant BFCSA educational policies located in the BFCSA EDRMS Policy & Procedures Container
- CSNSW Intellectual Property Policy
- CSNSW Copyright Policy
- Social Media Policy - Department of Justice 2014
- Social Media Policy CSNSW

Acknowledgement and Understanding Form of this Code to Conduct & Ethics must be signed, dated and returned to the Director's Office.

Maintained By: Director, CSNSW Academy and Operational Training.

Review Date: 30/09/2018

Document No: D11/533771

Next Review: 30/09/2021

Version 10.0



ACADEMY EMPLOYEE ACKNOWLEDGMENT AND UNDERSTANDING FORM

I

(First and Surname)

Hereby confirm that I have read the “Code of Conduct and Ethics for Registered Training Organisation Staff” and understand that I must adhere to the rules and regulations. I will behave in the manner that is expected of me as an employee of CSNSW Academy.

Employee Signature

Date

