

**Education:**  
**you do it right,**  
**it will last**  
**forever**

# PD:Verified Code of Conduct

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This Code of Conduct aims to provide guidance and support for those operating in the education sector.

At PD:Verified we aim to ensure that all members registered with us establish and maintain a high standard of ethical and professional conduct when operating as part of a delivery team as a presenter, tutor, assessor or internal/external quality assurer.

You must agree to uphold the Code of Conduct as part of your membership agreement.

Those who provide education, assessment and quality assurance to individuals will understand that this comes with considerable responsibility. Our members can make an inspirational impact on individuals by guiding them through qualifications and training, assessing competence and ensuring that high standards are maintained, as well as providing standardisation of training and ensuring a positive journey through the programme their learners are undertaking.

The PD:Verified Code of Conduct defines good professional practice within the education sector. The code does not attempt to provide a detailed and exhaustive list of every aspect of the roles. Instead, it aims to set out the standards of professional behavior expected and to provide a framework which may be used in decision making.

PD:Verified will not adjudicate or deal with contractual disputes; such disputes must be dealt with by the relevant employer or regulatory organisations.

## Roles and Responsibilities

Below are the key roles and responsibilities that underpin the PD:Verified membership framework:


### Tutor:


- To plan, deliver, monitor and evaluate learning programs.
- To adapt learning to the needs of individuals in a safe and positive learning environment.
- To keep accurate records and safeguard all.

### Assessor:

- To make qualified and informed decisions against set performance criteria.
- To plan fair, safe and valid assessments.
- To brief candidates as well as adapt and assess a range of evidence presented.
- To provide fair, objective feedback.
- To keep accurate records whilst adhering to strict protocols in place and safeguard all.

### Internal Quality Assurer (IQA):

- To ensure that all the delivery team members (tutors and assessors) are sufficiently qualified.
  - To undertake regular standardisation training, identifying training needs if required.
  - To plan and carry out monitoring and sampling of candidates.
  - To keep accurate records.
  - To ensure the delivery team adheres strictly to the protocols in place and safeguard all.
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Never stop  
learning

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## External Quality Assurer (EQA):

- To advise, support and communicate effectively with the education providers they work with.
- To keep up to date with current regulatory requirements to ensure education providers are compliant.
- To plan and carry out assessing, monitoring and provide detailed feedback to education providers and Accreditation agencies.
- To be qualified in all roles (tutor, assessor, internal quality assurer as well as external quality assurer).

## Presenter:

*Standards coming soon.*

## The Four Key Principles of the Code of Conduct:

### 1. Professional conduct

At all times you must maintain a standard of professional conduct that reflects equality and diversity, confidentiality, privacy, respect and personal views as detailed below, ensuring to uphold the rights of all individuals.

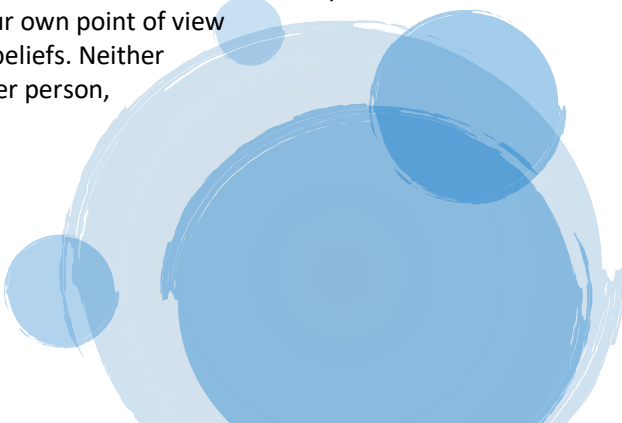
**Equality & Diversity:** It is essential that when conducting yourself you are aware of and follow your organisation's equality and diversity policies to create a culture that respects difference. You must ensure that individual learner requirements are considered so that everyone is given the right to education through equality of opportunity. Discrimination and unfairness must be challenged. It is unacceptable to discriminate or harass any individual on grounds of sex, marital status, pregnancy, race, ethnicity, physical or intellectual impairment or sexual preference.


**Confidentiality:** In your professional capacity when dealing with individuals who at times may disclose often personal and challenging information to you, it is essential that you use discretion and ensure all matters are kept in strict confidence. Where there are or may be issues relating to safeguarding, your concerns must be shared confidentially with the appropriate member of staff or, where there isn't one, the appropriate statutory body.

**Privacy:** Accurate record keeping is a key to your profession. It is vital to ensure you are aware and fully understand and comply with all legal requirements surrounding Data Protection and General Data Protection Regulations (GDPR).

**Respect:** Your relationship with all individuals should be based on openness, honesty, mutual trust, and respect. Behaviour such as bullying, insulting, verbal and nonverbal aggression, derogatory language and physical abuse is unacceptable.

**Personal views:** Your profession within the educational sector is seen as an influential role, so it is important that whilst you are able to have a point of view, you make it clear that this is your own point of view and not that of others, particularly around personal, political and religious beliefs. Neither should you promote behaviour that could have a negative impact on another person, cause them harm or make them feel unsafe.





**A good education  
is a foundation  
for a better future**  
- Elizabeth Warren

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## 2. Responsibility to the profession

*Leadership:* Professionals working with students and young people will be seen as a role model and therefore you have a responsibility to conduct yourself in an appropriate manner, showing effective leadership and positive respectful interactions with everyone.

*Anti-bullying:* All matters regarding discrimination and harassment must be taken seriously and reported confidentially to the relevant member of staff, or, where there isn't one, the appropriate statutory body. Accurate records must be kept. In most cases if addressed early a positive outcome can be found for all concerned.

*Duty of care:* It is important that you are aware of your working environment and ensure you have an understanding of your legal responsibilities. You must take all the necessary steps to be able to deal with all reasonably foreseeable accidents and emergencies, protecting yourself and all those under your responsibility.

*Conflict of interest:* As a professional it is important to be objective and impartial. A conflict of interest may involve a financial gain or loss or other material benefits, favours, personal relationships and associations. A conflict of interest will usually have the potential to influence a professional when performing their duties and compromise their profession. Any conflict of interest must be made known to your manager.

*Recruitment:* It is important that you promote the recruitment of qualified professionals in the workplace as best practice and that they join the appropriate organisation which offers professional recognition.

*Safeguarding:* You must be aware of your legal responsibilities and make a positive contribution to ensuring that all individuals have the right to feel and stay safe throughout their learning journey. Safeguarding is about adhering to practices throughout the organisation to ensure the protection of all those you are responsible for wherever possible, in particular children and / or vulnerable adults. It is important to be aware of the safeguarding agencies available to you.

*Insurance:* It is your responsibility to ensure that you have the relevant insurance/s to practice.

## 3. Safe Working Practice

You must demonstrate at all times to all individuals a responsible and positive attitude towards health and safety. You must follow all legal health and safety requirements and ensure that you take all necessary steps to keep everyone under your responsibility safe.

## 4. Professional Standards

Your membership of PD:Verified shows that you have met the standards for your role/s. You must continue to develop your skills with regular training in order to keep up to date with current practice and to maintain your membership of PD:Verified.

