



CODE OF ETHICS AND PROFESSIONAL PRACTICE

AUSTRALIAN INSTITUTE OF CERTIFIED PRACTISING TRAINERS

(‘AICPT’)

Company Limited by Guarantee

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AICPT CODE OF ETHICS AND PROFESSIONAL PRACTICE

As members of a certified practising trainer profession, AICPT members have ethical responsibilities to their employers, clients, society, as well as to other training professionals.

The following ethical foundations for professional activities in the field of professional training serve as a Code of Conduct for practising trainers.

The Code implements many of these foundations in the form of rules of ethical conduct. Non compliance with the Code may affect an individual's initial or continuing status as a recognized professional and certified practising training practitioner by AICPT.

Ethical Foundations

I. The Trainer-Client relationship

The welfare of the client is central to all considerations in the trainer-client relationship. Included in this relationship is the obligation of the trainer to respect the rights of clients, colleagues, and other training professionals. Trainers have an obligation to communicate only factual information and never misrepresent competency on any level particularly one that is outside the scope of the profession. Trainers must respect that the right of a client to make his/her own choices about his/her learning activities is fundamental. The principle of justice requires strict avoidance of discrimination on the basis of race, colour, religion, national origin, or any other basis that would constitute illegal discrimination (justice).

II. Trainer conduct and practice

The trainer should only deal honestly with clients and colleagues. This includes not misrepresenting himself or herself through any form of communication in an untruthful, misleading, or deceptive manner. Furthermore, maintenance of professional competence through study, application, and enhancement of training knowledge and skills is an obligation of the certified practising trainer. All trainers certified by AICPT are required to participate in, and report, continued learning. AICPT certified professionals are obligated to respond to evidence of questionable conduct or unethical behaviour by any other AICPT member through appropriate procedures established by the AICPT Board for Certification.

III. Avoiding conflicts of interest

Potential conflicts of interest are inherent in the practice of the practising trainer. Trainers are expected to recognize such situations and deal with them in accordance with the best interests of the client.

IV. Professional relations

The trainer should respect and cooperate with other training professionals. Trainers should not participate in activities of a professional nature, nor represent themselves as qualified to perform tasks, which are outside the scope of the trainer profession. AICPT certified training practitioners have an obligation to identify those individuals perpetrating acts that are professionally inappropriate.

V. Societal responsibilities:

The trainer has a continuing responsibility to society as a whole and should support and participate in activities that enhance the community. As a member of society, the trainer must respect the laws of that society. As professionals and representatives of the AICPT, trainers are required to uphold the dignity and honour of the profession and comply with professional standards of practice.

Code of Conduct

I. Client-Trainer Relationship

1. The Client-Trainer relationship is the central focus of all ethical concerns, and the welfare of the client should form the basis of all judgments.
2. The Trainer should serve the client by exercising all reasonable means to ensure that the most appropriate training and learning recommendations are provided to the client.
3. The Client-Trainer relationship has an ethical basis and is built on confidentiality, trust, and honesty. The trainer must adhere to all applicable legal or contractual constraints while in the client-trainer relationship.
4. Sexual misconduct on the part of the trainer is an abuse of professional power and a violation of client trust. Sexual contact or a romantic relationship between a trainer and a current client is always unethical.
5. The trainer has an obligation to obtain the informed consent of each client. In obtaining informed consent for any course of training and assessment activity, the trainer should present to the client, or to the person legally responsible for the client, in understandable terms, pertinent facts and recommendations consistent with good professional practice. Such information should include alternate and flexible modes of training and assessment activity and the objectives, risks, benefits and anticipated results of such activities or testing protocols.
6. It is unethical to recommend, refer, provide training services or products that are of no benefit to the client's training needs.

7. The trainer should respect the rights of clients, colleagues, others and safeguard client information and confidences within the limits of the law. If during the process of providing information for consent it is known that results of a particular training assessment or other information must be given to governmental authorities or other third parties, it should be identified and explained to the client.
8. The trainer should not discriminate against clients based on race, colour, national origin, religion, or on any other basis that would constitute illegal discrimination. This being said, trainers should know their professional limitations and not engage in exercising prescription for clients with special needs that the trainer is not educated or trained to manage safely or effectively.

II. Trainer Conduct and Practice

1. The trainer should recognize the boundaries of his or her particular competencies and expertise, and provide only those services and use only those techniques for which he or she is qualified by education, training, or experience.
2. The trainer should participate in continuing education activities to maintain current industry and professional knowledge relevant to the professional services he or she renders. The trainer should provide services involving new training techniques only after undertaking appropriate training and study.
3. In any training environment, the trainer should exercise careful judgment and take appropriate precautions to protect the client's welfare with regards to equipment, facilities and environmental factors as well as evaluate the condition of the client before each training and assessment session to ensure the designated activities are appropriate for the client at the time of delivery.
4. The trainer should not publicize or represent himself or herself in any untruthful, misleading, or deceptive manner to clients, colleagues, other training professionals, or the public. This includes identifying oneself as certified if the certification credential was never designated by the AICPT Board for Certification or the date of certification has expired.
5. The trainer should not practice or attempt to provide professional services while impaired by alcohol, drugs of any kind, or physical or mental disability. The trainer who experiences substance abuse problems or who is physically or emotionally impaired should seek appropriate assistance to address these problems and limit his or her professional practice until the impairment no longer affects the quality of client service.

6. The trainer may not imply AICPT endorsement for commercial venture. Disclosure of affiliation and/or use of the initials AICPT, AICPT Board for Certification or AICPT-Certified Practising Trainer (CPT) are not to be made as part of a firm, partnership or corporate name. Disclosure in violation of this article may be grounds for disciplinary action.

III. Conflicts of Interest

1. Potential conflicts of interest are inherent in the field of training. Conflicts of interest should be resolved in accordance with the best interest of the client. If there is concern about a possibly significant conflict of interest, the trainer should disclose his or her concerns to the client. If a conflict of interest cannot be resolved, the trainer should take steps to withdraw as a service provider for the client. If conflicts of interest are unresolved, the trainer should seek consultation with colleagues or an institutional ethics committee, or the AICPT Board for Certification's Professional Practice and Disciplinary Committee.
2. Commercial promotions of training products and services may generate bias unrelated to product merit, creating, or appearing to create, inappropriate undue influence. The trainer should be aware of this potential conflict of interest and offer training advice that is as accurate, balanced, complete, and devoid of bias as possible.
3. The trainer should recommend contextualised training based solely upon client training needs, training needs analysis, evidenced based findings, regardless of any direct or indirect interests in or benefit from a training resource commercial supplier.
4. When the trainer receives anything of substantial value, including royalties, from companies in the training industry, this fact should be disclosed to clients and colleagues when material.

IV. Professional Relations

1. The trainer's relationships with other trainers, other training professionals should reflect fairness, honesty, and integrity, sharing of mutual respect and concern for the client.
2. The trainer should consult, refer, or cooperate with other trainers, training practitioners and institutions to the extent necessary to serve the best interests of their clients.
3. The trainer should respect all laws, uphold the dignity and honour of the training profession and accept the profession's self-imposed discipline. The professional competence and conduct of trainers is best examined by professional associations and peer-review committees; active professionals should remain in good standard with these groups. These groups deserve the full participation and cooperation of the trainer.

4. The trainer should strive to address, through the appropriate procedures the status of those trainers who demonstrate questionable competence, impairment, or unethical or illegal behaviour. In addition, the trainer should cooperate with appropriate authorities to prevent the continuation of such behaviour.

V. Societal Responsibilities

1. The trainer should support and participate in those training programs, practices, and activities that contribute positively, in a meaningful and effective way, to the welfare of individual clients or for the public good. This includes maintaining certification in training and participating in AICPT continuing professional development activities when applicable.
2. Trainers who provide expert testimony in courts of law recognize their duty to testify truthfully. The trainer should not testify concerning matters about which he or she is not knowledgeable. The trainer should be prepared to have testimony, given in any judicial proceeding, subjected to peer-review by an institution or professional organization to which he or she belongs. It is unethical for a trainer to accept compensation that is contingent upon the outcome of litigation.