

Code of Professional Practice

January 2025

Integer Training adopts and respects the Code of Professional Practice for all staff. It expects all staff members to subscribe to the values of this Code of Professional Practice and uphold its principles and sentiments at all times.

The aim of this Code is to support professionally responsible and ethical practice. It is based on The Professional Standards developed in 2014 by the Education and Training Foundation (ETF) and updated in 2022. These Standards were developed in consultation with practitioners and providers from across the sector, and consist of 20 standards organised into three domains of practice:

Professional Values and Attributes

Develop your own judgment of what works and does not work in your teaching and learning.

1. Critically reflect on and evaluate your practices, values, and beliefs to improve learner outcomes.
2. Promote and embed education for sustainable development (ESD) across learning and working practices.
3. Inspire, motivate, and raise aspirations of learners by communicating high expectations and a passion for learning.
4. Support and develop learners' confidence, autonomy and thinking skills, taking account of their needs and starting points.
5. Value and champion diversity, equality of opportunity, inclusion and social equity.
6. Develop collaborative and respectful relationships with learners, colleagues and external stakeholders.
7. Engage with and promote a culture of continuous learning and quality improvement.

Professional Knowledge and Understanding

Develop deep and critically informed knowledge and understanding in theory and practice.

8. Develop and update knowledge of your subject specialism, taking account of new practices, research and/ or industry requirements.
9. Critically review and apply your knowledge of educational research, pedagogy, and assessment to develop evidence-informed practice.
10. Share and update knowledge of effective practice with colleagues, networks and/or research communities to support improvement.
11. Develop and apply your knowledge of special educational needs and disabilities to create inclusive learning experiences.
12. Understand your teaching role and responsibilities and how these are influenced by legal, regulatory, institutional and ethical contexts.

Professional Skills

Develop your expertise and skills to ensure the best outcomes for learners.

13. Promote and support positive learner behaviour, attitudes and wellbeing.
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14. Apply motivational, coaching and skill development strategies to help learners progress and achieve.
15. Plan and deliver learning programmes that are safe, inclusive, stretching and relevant to learners' needs.
16. Select and use digital technologies safely and effectively to promote learning.
17. Develop learners' mathematics, English, digital and wider employability skills.
18. Provide access to up-to-date information, advice and guidance so that learners can take ownership of their learning and make informed progression choices.
19. Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support learning and achievement.
20. Develop enrichment and progression opportunities for learners through collaboration with employers, higher education and/or community groups.

Integer's delivery staff must demonstrate commitment to:

- always conduct yourself in a professional and appropriate manner – you must behave at all times in such a way that justifies the trust and confidence that is afforded to you and your profession,
- not drink alcohol or intake illegal substances either immediately prior to or whilst training / assessing,
- a suitable level of clothing which should be smart, presentable, clean, and ironed, and appropriate to the course content and location. If you are in any doubt as to dress code, please contact Integer Head Office prior to the start of your training session,
- teach in English, unless otherwise instructed by Integer, and display high standards in use of language and general demeanour; it is considered unprofessional to use slang, fowl, or racially abusive language,
- be punctual and prepared in advance for all learner sessions,
- be a positive role model for Integer Training and manage and promote positive behaviour by treating all learners, stake holders and staff with respect.
- keep within professional boundaries. Do not become too personal or friendly with your learners or encourage informal contact,
- create and maintain opportunities for networking amongst assessors and trainers,
- abide by and promote the 'safeguarding best practice guidelines' for vulnerable adults and young people,
- subscribe wholly to Integer's complaints and appeals policy and not seek to dissuade any person from raising a concern or act unfairly towards them if they do so.

You agree to notify Integer Training immediately but NOT later than within 5 working days of any of the following occurring:

- you are made the subject of a bar, partial bar, warning or other action by the Secretary of State or the Disclosure and Barring Service (DBS) in relation to misconduct or working with children, young people or vulnerable adults;
- you are charged with, convicted of, or cautioned for a criminal offence;
- you have any contract of employment terminated due to disciplinary reasons, in line with the ACAS Code of Practice;
- you are informed that you are under investigation by any professional or regulatory body, or that you will be the subject of a disciplinary hearing by any employer, in this country or abroad.

Protecting Business Relationships

During the course of your work for or on behalf of Integer Training Ltd. and/or any partner organisation(s), you may meet with various other organisations or representatives or such organisations with whom we have a business relationship.

You agree that you will NOT attempt to promote your own or another company's services to any such organisation or representative or such organisation, and that you will not attempt to make any exclusive arrangements with them for the duration of working for, or on behalf of Integer Training, and for a period of 12 months thereafter.

Delivery staff must treat any information received directly or indirectly about any work carried out on behalf of Integer as strictly confidential and must not directly market any contacts or disclose any information, including contact details to third parties, without written consent from Integer Training Limited.

Use of Materials

Integer Training may provide you with various training materials. Where the copyright of such materials rests with Integer Training Ltd, either alone or in partnership with another organisation, Integer Training Ltd (in conjunction with a partner organisation if applicable) retains ownership of these materials – they are not your property.

You may use the materials ONLY as intended, for any training that you are asked to do by Integer Training Limited or the collaborator as shown on the materials.

You may **NOT** use the materials for any other purpose. This expressly forbids:

- Using the materials to carry out training on behalf of any other organisation, or under your own name,
- Altering the materials in any way unless you have the written permission of Integer Training Ltd.

You must return such materials back to Integer Training Limited when you no longer require them to fulfil Integer's business.

The Senior Management Team will be responsible for implementing and monitoring the effectiveness of this policy. It is, however, the duty and responsibility of all employees working for Integer Training Limited, in whatever capacity, to promote the Code of Professional Practice within their own spheres of responsibility.

DECLARATION

I have read and understood this Code of Professional Practice and agree to subscribe to its values:

Staff Signature:

Name of Staff Member (Print):

Date:

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