

TTM TRAINER AND ASSESSOR CODE OF CONDUCT

As representatives of Waka Kotahi, how we behave is important. Waka Kotahi grants warrants to trainers and assessors to conduct TTM training on its behalf. In doing so, Waka Kotahi expects that trainers and assessors behave in a certain manner as set out in this Code of Conduct.

This code is based on the Waka Kotahi NZ Transport Agency Code of Conduct and applies to anyone who is engaged or certified by Waka Kotahi to conduct TTM training or assessment regardless of the position held. This code also applies to the conduct of TTM trainers or assessors outside of their time engaged as a TTM trainer or assessor where their actions may bring Waka Kotahi into disrepute, or damage the trust and confidence Waka Kotahi, our communities, and stakeholders have in them.

This Code of Conduct provides general guidance and minimum expectations of behaviour from Waka Kotahi of TTM trainers and assessors. No code or policy can cover every situation, so consider Waka Kotahi values, apply common sense, act with self-respect, and consider the reputation of Waka Kotahi in decision making.

Trainers and assessors must act professionally when commenting publicly on matters relating to Waka Kotahi, and in a manner that reinforces our commitment to customers and the community. Public trust is influenced by public perception.

Equity and diversity

Waka Kotahi is dedicated to providing access to learning free from discrimination and harassment for everyone, we respect cultural background, and value equity and diversity. We don't discriminate against anyone on the basis of their gender, gender identity and expression, sexual orientation, colour, race, ethnic or national origin, age, religious or ethical beliefs, disability, physical appearance, body size, marital status or family responsibilities.

We do not tolerate harassment or bullying of workshop participants, learners, candidates, trainers, or assessors in any form and those asked to stop any such harassing or bullying behaviour are expected to comply immediately. Any person violating these expectations may be expelled from the workshop or assessment environment at the discretion of the trainer or assessor. Any reports received of trainers or assessors perpetrating harassment will be taken seriously and investigated; trainers or assessors may have their warrant revoked if allegations are upheld.

Cultural safety

Trainers and assessors will make themselves aware of the cultural protocols of individual cultural groups and incorporate these into the group kawa. They will recognise and value diversity in their classroom and ensure cultural groups within the learning environment can see that they have a place in the physical space, resources, content and language used.

Confidentiality

Information received or gathered in your role as a TTM trainer or assessor must remain secure and uncompromised. Information may have been divulged to you by a third party under an obligation of confidentiality, and you must take all reasonable precautions to maintain the security of such information. You must not divulge, or use for purposes other than training and assessment, any confidential information which is provided to you in the course of your duties as a TTM trainer or assessor. This requirement continues even after you cease working as a trainer or assessor, until such time as the information ceases to be confidential.

Waka Kotahi resources are publicly owned and funded and must be used responsibly for authorised purposes.

Trainers and assessors will not use contacts gained from working with Waka Kotahi for commercial advantage or advertising.

Fit and proper person

Waka Kotahi expects that assessors and trainers practice continuous disclosure of any conflicts or information that may arise during the course of their tenure as a trainer or assessor. For example, if a trainer or assessor is convicted of a crime during their tenure as an authorised trainer or assessor, they will immediately notify Waka Kotahi of this fact.

An informal fit and proper person check will be undertaken for new and refreshing trainers and assessors which will consider their previous conduct in the TTM industry and includes a declaration of any serious crimes. Declaration of crimes or conflicts will not result in *automatic* exclusion from the role of trainer or facilitator, instead each declaration will be considered against the potential to conflict with the role of a trainer or assessor.

This check is made in addition to the need for trainers and assessors to meet any technical training and TTM experience pre-requisites.

General guidance

Waka Kotahi expects trainers and assessors to support them to provide robust objective and unbiased advice. While trainers and assessors are entitled to have personal beliefs, interests and commitments, their work as representatives of Waka Kotahi should not be compromised by any personal conviction or ethical viewpoint.

Trainer and assessor commitment to Waka Kotahi

- Stay up to date with Waka Kotahi announcements, and changes to relevant standards;
- Keep your contact details up to date with Waka Kotahi to ensure you receive updates;
- Advance the interests of Waka Kotahi and the CoPTTM through responsible ethical practice;
- Treat colleagues and clients with respect;
- Respect confidential information unless disclosure is required by the law or serves a compelling professional purpose;
- Reach out to Waka Kotahi if you believe the behavior of a colleague is seriously in breach of this Code of Conduct;
- Follow administration and management processes pertaining to TTM training or assessment;
- Have the venue ready and be present to welcome attendees before the workshop is scheduled to start each day;
- Ensure your training warrants remain current in all areas where your training and assessment is conducted

Trainer and assessor commitment to the learner

- Use inclusive language;
- Promote diversity in the learning environment;
- Engage with and encourage all attendees through open, honest and clear conversation;
- Be cognizant that what you say and do will influence learners; and
- Call attention to any conflicts or perceived conflicts of interest when marking assignments/assessments or tests.

Trainer and assessor commitment to learning materials

- Use approved presentation materials;
- Use approved marking schedules for assessment marking; and
- Use the latest versions of training materials.

Serious misconduct

Serious misconduct is behaviour that is considered unacceptable to Waka Kotahi, in its sole discretion but acting reasonably, and may result in revocation of your TTM trainer or assessor warrant. The list below illustrates some examples of what is considered serious misconduct. The list is not exhaustive and other acts or behaviours may be considered serious misconduct. Suspected serious misconduct will be assessed on a case-by-case basis.

Examples of serious misconduct

- Ignoring or refusing to carry out reasonable and lawful instruction
- Disobeying or disregarding health and safety rules and regulations
- Being under the influence of alcohol, solvents, or illegal drugs during working hours
- Conduct which reasonably causes Waka Kotahi to lose trust and confidence in you, or which may bring Waka Kotahi or TTM training and assessment into disrepute
- Selling or releasing information provided to you confidentially without authorisation
- Giving deliberately false or misleading information to stakeholders or customers deliberately
- Compromising the security or privacy of Waka Kotahi information or systems