

## **Code of Practice for members of the Quality Assurance Panel**

All members appointed to the Quality Assurance Panel for the provision of services to Training Package (TP) support material developers are duty bound to observe this Code.

### ***Professional conduct***

Panel members must act in a professional and ethical manner. In doing so, panel members must be objective, independent, honest, constructive and diligent. Panel members must respect and protect the rights of the product developer.

Panel members must carry out their quality assurance of TP support material to a high professional standard.

### ***Conflict of interest***

Panel members must disclose in advance any information that could limit their capacity to make unbiased quality assurance judgements.

### ***Confidentiality***

Panel members must not discuss or disclose any information relating to quality assurance services except where they are reporting to the product developer which has engaged them to do this work, the process administrator TVET Australia and/or other panellists for the purpose of moderation.

### ***Intellectual property***

Panel members must take all reasonable steps to protect ownership of intellectual property and any commercial-in-confidence material or information disclosed in the course of the quality assurance activity.

### ***Responsibility to be informed***

Panel members must understand and remain up to date with current Training Package Development Handbook policy and advice as it relates to their role in the quality assurance of TP support material. This includes participation in moderation processes established by the Department of Education, Employment and Workplace Relations as required.

### ***Client focus***

Panel members must ensure that prior to formally commencing work, there is a clear understanding and agreement of the scope of services required by the product developer, the cost, the timeframe for completion and the methodology to be used. In observing a client focus, panel members will be polite, respectful, considerate and non-discriminatory.

### ***Accountability***

Panel members must not act in any way that could prejudice the reputation of the Quality Assurance Panel or the services it is established to provide. Panel members must fully cooperate with the process administrator TVET Australia inquiry into any alleged breach of this Code.