

Appendix 1

Professional Training and Development Code of Practice

Family Planning upholds the Education (Pastoral Care of Domestic Tertiary Students) Interim Code of Practise 2019 (Interim Code of Practice), which also informs this Professional Training and Development Code of Practice.

Outcomes 1, 5 & 6 of the Interim Code of Practice require tertiary education providers to ensure a safe, supportive and inclusive learning environment; where the student voice is heard and integrated in decisions concerning student services.

In accordance with the Interim Code of Practise, Family Planning will:

- Respect learner's ethnicity, cultural needs, age, gender, background and individual abilities.
- Acknowledge and respect the principles of Te Tiriti o Waitangi.
- Manage personal records and official information in accordance with the Privacy Act (1993).
- Provide up to date course information including course outlines, cost; and assessment procedures and conditions before enrolment.
- Provide up to date information about the topic, course objectives, assessment deadlines and weighting, timetable, course requirements and administrative information, e.g. fee payment and registration.
- Ensure all course material and assessment is quality assured by subject matter experts and informed by up to date research and evidence.
- Provide competent and effective teaching from appropriately qualified staff.
- Provide a safe, clean, healthy and comfortable learning environment for face-to-face courses.
- Ensure staff are accessible at reasonable times to support learners.
- Allow a reasonable amount of time to complete courses.
- Return assessment results and feedback in a timely manner.
- Ensure assessment is valid, fair, reliable and consistent.
- Quality assure course material and assessment by way of moderation processes.
- Provide an official complaints procedure.

This applies to all learners engaging in any face to face, on line or blended learning programme developed and delivered by Family Planning.

In addition, learners engaging in programmes developed and delivered by Family Planning are required to uphold the following requirements.

Please read carefully as proceeding to enrol in any of our courses or programmes indicates agreement with these requirements:

- Respect other learners at all times.
- Be respectful and considerate of Family Planning staff and property.
- Observe the Family Planning guidelines and policies given in course documentation or provided by the educator/presenter.
- Be committed to meeting the course requirements.
- Attend all sessions.
- Meet the due dates for assignments and assessments.
- Endeavour to resolve any concerns through discussion in the first instance.
- Ensures their behaviour upholds the health and safety of fellow learners
- Report any potential hazards or damage to people or property.
- Not engage in any criminal activity.
- Not behave in a manner that could prejudice Family Planning's reputation, including respecting confidentiality.
- Refrain from any form of harassment.
- Observe the Code of Health and Disability Services Consumers Rights.

Learner Allowances and Loans

Family Planning courses do not qualify for student allowances or loans.

Assessment and Disciplinary Procedures

Learners must submit their own work for assessment. Students must acknowledge information accessed from journal articles and other sources of information must be cited and include a reference list.

Where plagiarism is confirmed, a student's work will be returned unmarked. In these cases, a student may resubmit their own work, however the final certificate will state "achieved on re-submission".

Learning and assessment of Family Planning programmes is delivered on Family Planning premises, within the health practitioner's own practice and online. Unprofessional conduct or unsafe practice while attending a Family Planning course will be addressed and investigated and may result in exclusion from the course. Family Planning also reserves the right to refuse enrolment in other Family Planning courses in these cases.

Health and Safety

Emergency procedures will be clearly explained to all learners at the beginning of all courses including those undertaking a clinical placement.

Family Planning follows Ministry of Health guidelines for Covid-19 at all alert levels and learners are required to adhere to these at all times.

Learner Support

Learners may need support in dealing with personal or study-related issues during the course which may affect their study or relationships with other learners or staff.

Learners are encouraged to talk to their course coordinator or email us at PTDadmin@familyplanning.org.nz to receive the appropriate support.

Resources

Course documentation will include pre-reading and links to related resource materials as learners are required to complete all course preparation and pre-requisites, prior to beginning a course beginning.

Family Planning's Resource Unit also provides a wide range of [information and resources](#) to supplement course content.

Records

Learner's personal information is gathered, held and/or disclosed for statistical purposes in accordance with the Privacy Act (1993).

Enrolling in a course assumes learners also authorise Family Planning to disclose information to third parties in accordance with the Privacy Act (1993).

This disclosure includes registering a learner's names and course details on the National Qualifications Framework (NQF) and to New Zealand Qualifications Authority (NZQA) for registering any unit standards on a learners Record of Learning; and forwarding completion information to National Cervical Screening Programme (NCSP) and New Zealand Nurses Organisation (NZNO).

Assessment

Learners will be given all details for courses with an assessment component including:

- When an assessment will occur
- The type and weighting of an assessment
- Requirements for successful completion
- The appeal process
- When the results will be available

Evaluation and Academic Standards

Family Planning views stakeholder feedback as an opportunity to review and improve the courses, facilitators and academic standards, so learners will be asked to evaluate the course/s. Participation remains anonymous.

The Family Planning Professional Training and Development team undertakes regular professional practise development; course and programme development and assessment and moderation hui – to ensure all course and programme offerings are informed by up to date research and thinking.

Complaints

Learners are encouraged to voice all concerns relating to Family Planning courses and any learner wishing to provide feedback or make a complaint should address the issue with their course coordinator in the first instance.

The Family Planning's [Complaints Procedure](#) can be accessed through the website.

Document type: Operational Guideline

Document owner: National Director Operations

Reviewed: March 2021

Next review date: March 2023