

Candidate Code of Conduct

Responsible Officer	Head of Education (or their Delegate)
Contact Officer	Admissions Policy Manager, Education
Superseded Documents	Candidate Code of Conduct V3.0
Effective Date	5 April 2017
Next Review	5 April 2020
Associated Documents	Chartered Accountants – Candidate Misconduct Policy

Version	Authorisation	Approval Date	Effective Date
1.0	Authorised by Chartered Accountants ANZ Education Board	18 March 2013	18 March 2013
2.0	No content change – updated to Chartered Accountants ANZ branding and terminology	03 March 2015	03 March 2015
3.0	New policy authorised by Chartered Accountants ANZ Education Board	25 November 2015	01 January 2016
4.0	Revision of policy with minor amendments approved by CA ANZ Education Board	05 April 2017	05 April 2017

1. Preamble

Chartered Accountants ANZ aspires to educate its candidates and members to become leaders within the business community. At Chartered Accountants ANZ learning is encouraged and supported and widespread engagement with our local and global communities is promoted. As a member of the Chartered Accountants professional community, we also expect candidates to accept shared responsibility to conduct themselves in a manner consistent with the organisation's values and guiding principles in order to maintain a safe harmonious environment.

2. Purpose

This Code of Conduct outlines rights and responsibilities that candidates and staff have to each other and to the Chartered Accountants community.

Chartered Accountants ANZ is committed to:

- establishing and sustaining a profession that supports independent learning, critical judgment, academic and professional integrity and ethical standards in all candidates;
- involving candidates as active participants in their educational experience throughout their professional career;

AND

- enhancing members' lifelong learning experience.

In pursuing these goals, Chartered Accountants ANZ recognises candidates have rights and responsibilities with respect to academic matters, administrative matters and participation in the Chartered Accountants ANZ community.

3. Scope

The statements outlined in this Code complement, but should not be regarded as a substitute for, the provisions of the Chartered Accountants ANZ Charter, By-law, Regulations, policies and guidelines. Rather, this Code acts as a ready reference to candidates' rights, responsibilities and expectations and to assist their understanding of Chartered Accountants ANZ's learning environment.

4. Candidates Rights and Responsibilities

Academic matters

- a. Candidates have a right to expect:
- that their program be of a level consistent with Australian and New Zealand standards;
 - that program learning material is up to date and based on research, academic discussion and current professional practice in the field;
 - that feedback on learning materials and delivery will be actively sought and results communicated back to candidates;
 - to receive at the beginning of each term full information in respect of the modules they are enrolled in including:
 - objectives/goals
 - assessment tasks and their relative importance and
 - general assessment guidelines;
 - to have reasonable access throughout the term to teaching and general staff;
 - to have access to relevant information and guidelines to enable them to appropriately acknowledge sources of information used in assignments and what constitutes plagiarism;
 - access to a supportive learning environment, including appropriate and properly maintained facilities;
 - to have access to a safe online learning and social environment for the achievement of a diverse, equitable and inclusive space, free from unlawful discrimination, bullying and harassment;
 - to receive support through counsellors or other appropriate staff for candidates experiencing personal, academic or disability-related difficulties.
- b. Candidates have a responsibility to:
- read the information given in respect of the program and modules they enrol in and ensure they are familiar with the requirements;
 - work to the best of their abilities and to make genuine attempts to progress successfully through each module by meeting requirements, including assessment deadlines and punctual attendance;
 - display an ethical approach to study including refraining from:
 - cheating and plagiarism
 - making up or falsification of data

- unauthorised use of facilities and equipment
- breach of copyright;
- provide constructive feedback or comment to teaching staff on their teaching and quality of learning materials and resources through appropriate evaluation processes and channels in a responsible and accountable manner;
- make appropriate use of such facilities and services provided to support teaching and learning; and
- respect and use Chartered Accountants ANZ property in a way that is consistent with Chartered Accountants ANZ policies.

Administrative matters

- a. Candidates have a right to expect:
- to be treated with courtesy and respect;
 - to be provided with a learning environment in which concerns and complaints are addressed as fairly and as quickly as possible;
 - full and accurate information and advice about Chartered Accountants ANZ activities, policies, procedures and regulations including:
 - a workable means to acquaint themselves with Chartered Accountants ANZ policies, codes of conduct and procedures, including any changes
 - access to information about the mechanisms/processes for dealing with grievances in a fair and even-handed manner
 - clear policies and guidelines on the utilisation of Chartered Accountants ANZ facilities and equipment;
 - access to information about Chartered Accountants ANZ's health and safety regulations/practices;
 - fair, accessible and efficient administrative procedures including accurate, timely and helpful information regarding course of study, enrolment, financial obligations;
 - to have personal privacy respected, so that personally sensitive information will be requested only where necessary for academic or administrative functions, and that once collected will be adequately protected against inappropriate or unauthorised access; and
 - to have access upon request to personal records which Chartered Accountants ANZ may hold about you in accordance with relevant laws.
- b. Candidates have a responsibility to:
- ensure that their registration and enrolments are valid, and comply with program and modules requirements for which they are enrolled, and that the information provided at enrolment is accurate and is kept up to date;
 - meet their financial commitments to Chartered Accountants ANZ;

- read and reply in a timely manner to all official communications to them from Chartered Accountants ANZ;
- be proactive in seeking assistance and confirmation from support services as early as practicable;
- avail themselves of appeals and other review mechanisms at the earliest time in seeking avenues of appeal;
- respect the rights of others and the confidentiality of material relating to others;
- not share their Chartered Accountants ANZ login information with others;
- acquaint themselves (and, where changes have been made, update themselves) with Chartered Accountants ANZ policies, codes of conduct and procedures relevant to their enrolment and course of study, including:
 - Chartered Accountants Program timetable
 - Chartered Accountants ANZ policies and professional standards and code of conduct included in APES110 applicable to provisional members; and
- be fair and responsible in raising grievances and in following processes designed to resolve them.

Participation in the learning community, including online participation and learning events

- a. Candidates have a right to expect:
- that Chartered Accountants ANZ management will take all reasonable steps to ensure a safe learning environment;
 - that Chartered Accountants ANZ staff will adhere to Chartered Accountants ANZ's values and this Code of Conduct;
 - to be treated equitably and with courtesy and respect, irrespective of gender, sexual orientation, race, disability or medical condition, cultural background, religion, marital status, age, political conviction and family responsibilities and to enjoy a learning environment which is free from sexual, racial, or gender-based harassment and other forms of intimidation;

- to have personal privacy respected by Chartered Accountants ANZ staff and other students;
 - to communicate freely and to be able to voice alternative points of view in rational discussion and debate; and
 - to contribute their opinions and recommendations in aspects of their education such as learning, structure, assessment and workload requirements, and quality of teaching through such means as completion of surveys and participation in focus groups.
- b. Candidates have a responsibility to:
- treat all members of the Chartered Accountants ANZ community and visitors to Chartered Accountants ANZ with respect and courtesy and to refrain from harassing or discriminating against other members of Chartered Accountants ANZ and visitors to Chartered Accountants ANZ on any basis, including gender, race, ethnicity, sexuality, religion, age, disability, background or family responsibilities;
 - not engage in conduct which disrupts teaching and/or other candidates' learning opportunities, or which interferes with others performing their duties;
 - comply with instructions for health and safety given by Chartered Accountants ANZ members of staff and others who are appropriately authorised to give such instructions; and
 - behave in a manner which does not jeopardise the safety of other candidates, staff or visitors to Chartered Accountants ANZ.

5. Implementation Roles & Responsibilities

The Head of Education (or their delegate) has the responsibility to develop and implement relevant guidelines in relation to this policy.

6. Review

This policy is due for review 12 months from the first date of effect of the first version of this policy, and every three years or as required.

For further information:

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