

# IAGSA ONLINE TRAINING LEARNER CODE OF CONDUCT

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## 1. SCOPE

This document sets out the Code of Conduct that all IAGSA accredited online training programme learners are expected to adhere to. This code of conduct is based on respect, integrity, equality and diversity, which is expected from all individuals involved in this training programme.

## 2. CODE OF CONDUCT

- Respect each other.
- Follow the Course IT guidance to test and find solutions for IT aspects yourself.
- Adhere to the Course timetable and deadlines.
- If you're unexpectedly unable to participate in a course, inform IAGSA so that another learner might join in your place as there is a maximum number of participants per course.
- Join the virtual classroom sessions on time.
- Join virtual classroom sessions prepared: have the pre-work training materials and training slides accessible; ensure a strong internet signal; have a back-up IT device in case of issues.
- During the virtual classroom put videos on, mute microphones unless speaking, listen to the trainers, don't speak over each other and only use the chat function for training matters. Also, participate fully - ask questions, complete quizzes and farm business cases, share knowledge.
- Don't engage in malpractice, plagiarism, discrimination, bullying or harassment.
- Contribute to a positive training environment for all learners.

## 3. DEALING WITH CODE OF CONDUCT BREACHES

- IAGSA have policies and procedures in place to handle any breaches in the IAGSA accredited online training programme code of conduct by learners.
- Where-ever possible, IAGSA seeks to informally address issues or causes for concern through discussion and agree a way forward to monitor and resolve the situation.