



SOUTHERN AFRICA PROFESSIONAL TRAINERS ASSOCIATION

CODE OF ETHICS

Compiled by [Charles Cotter](#) on 24 April 2013

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1. OVERVIEW AND PURPOSE

1.1 Overview

This Code of Ethics sets out the professional standards, norms and values as well as the guiding principles expected by the Southern Africa Professional Trainers Association (SAPTA), as a condition of SAPTA membership.

1.2 Purpose

The SAPTA Code of Ethics serves the purpose of promoting, governing, supporting, regulating and sanctioning (if applicable) members' professional conduct, in the daily practicing and exercising of their profession as an occupational trainer.

2. SCOPE OF THE CODE

This Code of Ethics is applicable to all SAPTA members, at all levels of membership, association and certification.

Furthermore, this Code of Ethics should be read in conjunction with the following SAPTA documents:

- Constitution
- Manifesto
- Disciplinary Procedure
- Any other relevant SAPTA documentation e.g. Policy

The Code of Ethics document comprises of the following Chapters:

- Ethical Identity
- Core Values
- Guiding Principles
- Breaches of the Code

3. CHAPTER 1: ETHICAL IDENTITY

As members within the broader Southern Africa training profession and community, SAPTA actively aspires to and demonstrates the ideals of professionalism and is, therefore, ethically compelled and committed to the following objectives:

- Building and enhancing the reputational status and credibility of training as a *bona fide* profession
- Being the custodian of professional standards and practice within the training industry, by upholding and maintaining professional principles, competency standards and core values
- Capacitating, empowering and certifying associate members with professional and industry-respected credentials
- Creating, supporting and building a network of training professionals, based on a family-oriented SAPTA ethos

The benefits and value of a Code of Ethics is that it directs and guides training professionals to acknowledge acceptable standards of professional practice and also to comply with these standards.

4. CHAPTER 2: CORE VALUES

All SAPTA members must comply with and abide to the following set of core values:

- 1 *Professionalism*
- 2 *Competence*
- 3 *Integrity*
- 4 *Family-oriented*
- 5 *Respect*
- 6 *Stewardship*

4.1 Professionalism

4.1.1 Definition

In order to achieve professional status, SAPTA members should exhibit the following criteria:

- *Be sufficiently well educated and qualified*
- *Be regarded and respected as a subject matter expert*
- *Provide value-adding and specialized knowledge to learners and clients alike*
- *Adopt a consultant mentality by exceeding expectations and offering a significant value-for-money proposition as well as a positive return-on-investment to learners and clients alike*
- *Assume added responsibility and be held accountable for their professional actions, behaviour, conduct and performance*
- *Adopt an action and results orientation through delivering effective, targeted and impactful training interventions and professional training services to learners and clients alike*
- *Demonstrate an exemplary work ethic*

4.1.2 Motive

Without a commitment to the above professionalism criteria, the strategic advancement of the re-positioning of training professionals will be retarded.

4.2 Competence

4.2.1 Definition

In order to achieve professional status, SAPTA members should exhibit the following criteria:

- *Be highly skilled and proficient in training techniques, methodologies and processes*
- *Be able to discern, customize and/or adapt the most suitable training methodology to meet the specific needs of clients and learner alike*

- *Be committed to and competent measured against a training industry Body of Knowledge (BOK)*
- *Be assessed, rated and certified to objectively measure their degree of specialized expertise, competence and professional accreditation*

4.2.2 Motive

Without a commitment to the above performance criteria, the strategic advancement of the re-positioning of training professionals will be retarded.

4.3 Integrity

4.3.1 Definition

Training professionals should be committed to the following exemplary ethical conduct and character:

- *Honesty*
- *Truthfulness*
- *Trustworthiness*
- *Objectivity*
- *Fairness (of judgment and decisions)*
- *Consistency (of action and decisions)*
- *Morality (principle-centred)*
- *Transparency (and Accountability)*
- *Dignity*
- *Reliability*

4.3.2 Motive

Without a commitment to the above value system, the strategic advancement of the re-positioning of training professionals will be retarded. The perceived reputation and status of trainers will remain negative.

4.4 *Family-oriented*

4.4.1 Definition

In order to achieve professional status, SAPTA members should exhibit the following criteria:

- *Associates are our family whom we support, assist, develop and look out for.*
- *Associates promote and demonstrate the esprit de corps (morale) of this family-based SAPTA culture.*

4.4.2 Motive

Mutual assistance and support between training professionals furthers the reputation of the profession and also assists and empowers individual SAPTA members.

4.5 *Respect*

4.5.1 Definition

In order to achieve professional status, SAPTA members should exhibit the following criteria:

- *Promote learning inclusivity, as proposed to exclusivity*
- *An unflinching commitment to demonstrating respect, tolerance and sensitivity towards differences/diversity e.g. cultural, racial, religious and ethnic etc.*
- *Show utmost respect for human dignity and upholding human rights*
- *Treat all their stakeholders with respect and protect them from harm*
- *An obligation/duty to prevent breaches of principles of respect and to vehemently object to such violations when observed/witnessed*
- *Respect the confidentiality of key personal and business-related information (both learner and company) that they are entrusted with*

4.5.2 Motive

All learners, clients, colleagues and other relevant stakeholders have a right to be treated with dignity and respect.

4.6 Stewardship

4.6.1 Definition

SAPTA is the aspirant custodian of professional standards and practice in the training industry. This oversight role will ensure that professional trainers demonstrate an obligation to the following:

- *Duty to the Profession*
- *Duty to Society*
- *Duty to the Client*
- *Duty to the Learner*
- *Duty to fellow Professionals*
- *Duty to the Professional Trainers Body of Knowledge (PTBOK)*

4.6.2 Motive

Professional trainers are the agents and advocates of learning and accordingly have a number of duties and obligations. SAPTA members will assume responsibility to fulfilling the above duties and will, accordingly, be held accountable in the event of non-compliance.

5. CHAPTER 3: GUIDING PRINCIPLES

SAPTA imposes the following guiding principles for each of the respective core values to regulate and guide the professional behaviour and conduct of its members.

5.1 Professionalism

5.1.1 You shall uphold the reputation and good standing of SAPTA and the profession in general and shall seek to constantly upgrade professional standards and practice.

- 5.1.2 You shall ensure that within your professional field/s you have the knowledge and understanding of relevant legislation, regulations and standards in that area and that you vehemently comply with such requirements.
- 5.1.3 In the international context, you should be aware of, and understand, the legal and regulatory requirements, traditions and customs, specific to the jurisdiction within which you are working, and, where relevant, to supranational legislation and regulation.
- 5.1.4 You should continue to add value and enrich the learning experience of learners within your specialized training scope of expertise.
- 5.1.5 You shall actively demonstrate your willingness to go the extra mile as well as your commitment and dedication to the profession of training.
- 5.1.6 You shall perform your training function with due care and diligence in accordance with your client's needs, requirements, contractual obligation, terms of reference and the best interests of learners.
- 5.1.7 You shall aspire to and demonstrate professional excellence before (through research, planning and preparation); during (with the delivery of training interventions) and after (through consultation; assessment and other follow-ups) conducting training to ensure that training interventions are targeted; that you maximize the return on investment of training and always offer a favourable value-for-money proposition.

5.2 *Competence*

- 5.2.1 You shall continuously advance your professional and specialized knowledge and skill and benchmark to keep abreast of current training best practice, procedures and standards, which are relevant to your field.
- 5.2.2 You shall subscribe the requirements of Continuous Professional Development (CPD) and earn the requisite number of CPD points, as prescribed by the SAPTA certification panel.
- 5.2.3 You shall continuously and actively contribute and add value to the Professional Trainers Body of Knowledge (PTBOK) through the writing and publishing of research articles; speaking at conferences and through mentoring and coaching etc.

5.2.4 You shall constantly create and rejuvenate your training methodologies, techniques, learning activities/experiences, practices and processes through innovative and creative thinking processes.

5.3 *Integrity*

5.3.1 You shall act with integrity and above reproach in all your business and working relationships with all members of SAPTA and other training industry stakeholders. You shall uphold the highest standards of moral, ethical and professional business practice.

5.3.2 You shall reject and shall not make any offer of bribery or inducement.

5.3.3 You shall avoid a potential conflict of interest at all times and/or behave in a manner that may jeopardize and/or cause harm or injury to learners; clients and/or colleagues and/or create any form of disrepute to the training industry.

5.3.4 You shall make full and immediate disclosure to SAPTA if any conflict is likely to occur or be seen by a third party and avoid any situation that may give rise to a potential conflict of interest between you and your client.

5.3.5 You shall not disclose or authorise to be disclosed, or use for personal gain or to benefit a third party, confidential information and/or business intelligence except with the permission of your client, or at the discretion of the SAPTA Ethics Committee or a court of law.

5.3.6 You shall not misrepresent or withhold information on available knowledge/services, or exploit the lack of relevant knowledge or inexperience of others.

5.3.7 You shall not associate with and/or conduct business activities with unscrupulous and/or unethical business partners or associates.

5.3.8 You shall not compromise and/or jeopardize personal and professional standards for personal and/or financial gain only. Your selfish personal interest should be subordinate to that of your client, the learner, the training profession and society.

- 5.3.9 You shall not act in a deceptive and/or deceitful manner and/or wilfully bring SAPTA into disrepute and/or discredit and the training industry as a whole, in any manner.
- 5.3.10 You shall remain trustworthy and reliable by sticking to your commitments and promises to clients and learners alike. You should not be accused of “cherry-picking” by withdrawing from committed training commitments for financially more lucrative offers. If withdrawing from these initial commitments there should be a legitimate reason and/or you should provide reasonable notice to your client to enable them to find a suitable replacement.

5.4 *SAPTA Family-oriented*

- 5.4.1 You shall aspire to and actively demonstrate your commitment the ethos and spirit of the SAPTA family-orientation, as espoused in the SAPTA manifesto.
- 5.4.2 You should encourage and support fellow SAPTA members in their professional development (through mentoring and coaching) and, where possible, offer through referral and through word of mouth, networking and business opportunities for the professional development of new and active SAPTA members.
- 5.4.3 You shall adopt an abundance mentality and be willing to share business leads, contacts and opportunities with fellow SAPTA members.

5.5 *Respect*

- 5.5.1 You shall conduct your professional activities in a respectful, dignified, compassionate, sensitive and tolerant manner at all times with all stakeholders.
- 5.5.2 You shall conduct your professional activities in a non-discriminatory manner against clients, learners and/or colleagues. Grounds of discrimination include, but are not limited to race, colour, culture, ethnicity, origin, gender, sexual-orientation, religion, age and/or disability.

- 5.5.3 You should adhere to the relevant law within the jurisdiction where you are working and, if appropriate, Local and International Convention on Human Rights.
- 5.5.4 You are encouraged to promote equal access to the benefits of training by all groups in the industry, and to refrain from and diminish 'social exclusion' wherever learning opportunities arise.
- 5.5.5 You shall have due cognisance and regard for the possible negative consequences and repercussions of your statements and actions on others. You shall refrain from making derogatory; defamatory, intolerant and/or disrespectful comments and actions in exercising your professional training responsibilities. .

5.6 Stewardship

- 5.6.1 You shall be an agent and advocate of industry-wide training standards and practice and act as a responsible citizen in the training community.
- 5.6.2 You shall actively look to expand the influence and impact of SAPTA, as an industry custodian, through networking and engagement with stakeholders.
- 5.6.3 You shall demonstrate an active duty, obligation and commitment to the training profession through the promotion and upliftment of the training profession.
- 5.6.4 You shall demonstrate an active duty, obligation and commitment to civic society through involvement and investment of the upliftment and sustainability of communities as well as serving the public interest.
- 5.6.5 You shall demonstrate an active duty, obligation and commitment to your client and constantly seek innovative ways and means to serve their best business interest.
- 5.6.6 You shall demonstrate an active duty, obligation and commitment to your learners through empowerment and knowledge, skills and attitudinal transfer.
- 5.6.7 You shall demonstrate an active duty, obligation and commitment to your fellow professionals through co-ordinated, collaboration and seek out win-win partnerships.

5.6.8 You shall demonstrate an active duty, obligation and commitment to the Professional Trainers Body of Knowledge (PTBOK) through continuous personal/professional mastery and development and the acquisition of specialized knowledge and skills.

6. CHAPTER 4: BREACH OF CODE

Any breach of the Code of Ethics will be considered under SAPTA's Disciplinary Procedure.

SAPTA members should also ensure that they notify SAPTA of any significant violation of this Code by another SAPTA member to ensure that the necessary corrective/remedial action may be taken.

Guided by the SAPTA Disciplinary Code and Procedure, The SAPTA Ethics Committee will decide on the following:

- Whether a SAPTA member has indeed breached the Code of Ethics
- The severity/gravity of non-compliance
- The appropriate disciplinary sanction or remedial action