



ANGLO SKILLS COLLEGE

Suite 2D, The Hub, 40 Friar Lane, Nottingham, NG1 6DQ
Tl/Fax: +(44) 115 948 3339 - Email: admin@angloskillscollege.co.uk
www.angloskillscollege.co.uk

Private
Further
Education

Anglo Skills College
Certification N°108
Educational Oversight 2012
educationaloversight.co.uk/108

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ETHICS POLICY

Originator	<i>Administration Office</i>
Date of Last Approval	<i>August 2017</i>
Approval/ review body (ies)	<i>Management Team (ASC)</i>
Review interval (years)	<i>ONE(1)</i>
Date of next review/ approval	<i>April 2018</i>



Ethics Policy

1. Introduction

Ethics: Principles and values which guide ideas of right and wrong. General ethical principles adopt the values of 'doing positive good' and 'the avoidance of harm' and these should be at the heart of any ethical consideration.

2. Policy Statement

2.1 Anglo Skills College accepts that ethics are essentially an individual's code of morality and endeavours to reflect the ethics of the majority of its members in all of its activities and policies.

2.2 Therefore, the College requires that all business and activities entered into by the College is undertaken in an appropriate manner within a proper ethical framework. Due ethical consideration is given to all undertakings, including teaching, advertising, recruiting and administration carried out in the name of the College.

2.3 The College is committed to ensuring that its activities are conducted in accordance with all relevant international, national and regional laws and regulations applicable to any situation or circumstance.

2.4 The College expects that employees of the College carry out all undertakings in a way which demonstrates integrity, objectivity, openness, honesty and leadership.

3. Standards

3.1 Management board and staff members should take decisions solely in terms of the College's interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends

3.2 Management board and staff members should not place themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of their duties and responsibilities to the College

3.3 In carrying out business, including making public appointments, awarding contracts or recommending individuals for rewards or benefits, the management board and staff members should make choices based on merit

3.4 Management board and staff members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands

3.5 The management board has a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest. Staff members must also not allow a personal or outside interest to conflict with their duties and responsibilities.

4. Ethics in Learning and Teaching

4.1 Ethics should be a part of the curriculum and explicitly included in teaching and in course materials wherever ethical questions and decisions are relevant to a subject's activity.

4.2 Ethical choices and issues may arise in relation to the learning, teaching and assessment methods adopted including students' experiences on placements and in work-based learning contexts. Staff needs to be alert to any potential practice to treat students, or ask students to treat others, in ways which are unethical.

4.3 Ethical issues that may be relevant in teaching programmes include:

- The impact of subject matter on individuals or identifiable groups including but not necessarily limited to those groups directly specified in legislation on equality and diversity



- The impact of subject matter on the environment
- The impact of the subject matter on creativity, freedom and autonomy
- The understanding of historical and cross-cultural differences in ethical consideration and standards
- Teaching programmes should not attempt to impose a particular set of ethical conclusions, but encourage open debate on how ethical issues might be resolved
- All students involved in research assignments are required to consider the ethical dimensions of their work

5. Ethics in Vacancy Advertising

5.1 The College will advertise the following kinds of vacancies:

- Academic posts for teachers, tutors, lectures and classroom assistants with an immediate start date
- Academic posts for teachers, tutors, lectures and classroom assistants for finalists with a future start date
- Other employment opportunities for administration, information technology, assessors, verifiers and more
- Vacation work for current students

5.2 The College aims to advertise all vacancies and voluntary opportunities it receives with a high level of efficiency and accuracy. The College will:

- Provide complete and accurate information concerning the vacancy
- Identify a website or contact where candidates can learn more about the vacancy
- Provide candidates with as much notice as possible prior to the closing date
- Ensure all vacancies meet current employment and equal opportunities legislation

5.3 The College reserves the right to edit vacancy adverts for purposes of:

- Brevity and clarity
- Equal opportunities legislation, where the College has a legal responsibility not to advertise vacancies which may be construed as discriminatory
- The College may contact advertising organisations, where appropriate, to clarify wording and details of adverts, or to obtain reassurance of exemptions from equal opportunities legislation

5.4 In its duty of care to our students, we reserve the right not to advertise vacancies or voluntary opportunities which we reasonably believe not to be in the best interests of our students and graduates. In particular, vacancies which:

- Discriminate against candidates on the basis of sex, race, disability, religion, sexual orientation or age, or other equal opportunities legislation
- Promote or endorse illegal activity



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- Pay the legal minimum wage (except for voluntary opportunities with a registered charity, not-for-profit organisation, or community group)
- Require an up-front financial investment by the student
- Are connected with a 'pyramid' (or similar style) selling scheme
- Represent an undue health and / or safety risk to the student
- Are connected to the adult / sex industry, or are associated with adult content
- Involve students writing or sharing academic related material for use by other students
- Have misleading, incomplete or inaccurate job descriptions
- Do not include an address or landline contact telephone number
- Involve work in private households, especially those that involve work with vulnerable groups such as children, the elderly etc. However, if the work is taking place under the supervision of an appropriately licensed agency providing all necessary training and appropriate liability insurance, we will consider advertising
- We do not normally advertise work that involves any form of self-employment, but reserve the right to do so at our sole discretion

5.5 At minimum, we expect any organization offering this kind of work to be willing to provide support and advice as needed with regard to tax returns etc.