



## Code of Ethics

This document sets out our commitment to you as our client and outlines the principles we follow in doing business with you. We (LINK) are a membership organisation.

Accreditation is not an insurance product.

### **Introduction**

Here at PMU Link we pride ourselves on being one of the first technician driven accreditation companies. It is our mission to create a safe and welcoming environment for all those who join us, and in order to ensure this we work within the highest industry standards to guarantee professionalism and safe working practices for all of our members as well as ongoing support from top industry professionals.

When you join us at PMU Link, we will guide you through the process of becoming an accredited training provider in your chosen field and support you as you progress.

In order to ensure equality and fairness we have developed this code of conduct with a clear and transparent format for all Academies to follow in order to achieve and maintain success as a PMU Link accredited academy.

### **Primary functions of the PMU Link Accreditation**

- To develop and devise training qualifications and regularly review industry developments
- To approve Training academies suitable to offer PMU Link accredited qualifications
- To monitor all qualifications and record evidence of achievements through external auditing
- To ensure internal quality assurance procedures are in place at each academy
- To conduct thorough investigations to ensure all qualifications are fit for purpose
- A clear rationale for all decisions taken in regards to approving an academy

### **General principles of process for accreditation**

#### **Approval**

PMU Link will ensure those intending to offer qualifications under the accreditation system will have appropriate and adequate systems in place, the necessary resources and expertise in their field to deliver the qualification.

**Assessment**

PMU Link will work with all members to ensure a clear and transparent rationale for achieving certification through the assessment process that is both valid and reliable.

**Equality**

PMU Link will work with all academies to ensure all assessment processes are fair and accessible for all learners.

**Internal Quality Assurances**

PMU Link will work with all academies to ensure all internal quality assurances are fair and appropriate by monitoring processes and decision making rationale through external audit.

**External Quality Assurance**

PMU Link will periodically review and assess each academy's IQA processes to ensure consistent and reliable assessment processes are in place and being adhered to.

**Responsibilities of accredited academies**

As an accredited PMU Link academy you are agreeing to uphold the standards of practice within your centre as outlined by PMU Link.

Failure to fully comply with the standards outlined below could result in your removal as an accredited academy.

**Approval**

The full application process must be completed by each academy in order to gain recognition.

All relevant documents must be supplied upon request.

Relevant documents include qualifications currently held by trainers.

Proof of certification in the chosen area.

A full scheme of work for the intended course(s)

Appropriate and adequate resources must be available to all learners.

**Assessment**

There must be a clear and transparent rationale in place for the assessment process. All learners must have access to this and have a clear understanding of the requirements they must meet in order to complete the qualification.

Valid and reliable evidence must be recorded in recognition of the assessed work and be made available to PMU Link if requested for external validation.

All decisions made regarding the assessment process must be fair with appropriate policies in place and reasonable adjustments available for learners where appropriate.

**Equality and Diversity**

Academies will have in place appropriate policies in regards to equality and diversity.

**Internal quality assurances**

Academies will have in place a clear and transparent Internal Quality Assurance process that is available to all learners and educators to ensure all courses continue without impact on learners should an educator become unavailable and an alternative educator substituted for the duration of the primary educators leave.

**Change of circumstances**

Should the academy have any changes in circumstance from address to additional educators or course content, it is the academies responsibility to notify PMU Link immediately as failure to do so may invalidate any accreditation/insurance held and possible denial of renewal of approval for the academy in the future.

**Disputes**

Should a learner have a dispute regarding certification/assessment decisions the academy must have procedures in place to deal with and resolve issues in an appropriate manner.