

NACE Code of Conduct

for continuing professional development (CPD) services

1. Promotion and communication

NACE will:

- Clearly communicate all necessary information to enable potential participants to make informed decisions about the suitability of the continuing professional development (CPD) opportunities offered. This includes communicating and agreeing, where relevant:
 - › The purpose, aims and learning objectives of the CPD for users/participants and pupils/students where appropriate,
 - › Level of prior experience required/advantageous,
 - › Stage of development that the programme will help people reach,
 - › Pupils whose learning is likely to improve as a result.
- Provide details of the relevant facilitators and presenters as well as details of costs, venues, timings and any terms and conditions of booking;
- Provide details of any follow-up support that is available;
- Indicate and where appropriate agree the demands on participants' time, including the time of participants required before and after the activity for individual and collaborative learning;
- Provide details of accreditation and routes of progression if appropriate.

2. Delivery

NACE will:

- Use high-impact, research- and evidence-based approaches to the delivery and content of the CPD;
- Ensure the method of delivery is clearly communicated, is appropriate to the subject matter of the development activity and its aims, and that delivery is differentiated to take account of the different needs of the participants and their pupils, and supports effective learning during and after training;
- Ensure delivery by those with the necessary experience, expertise and skills;
- Help participants find ways of collaboratively exploring and extending their learning with colleagues where appropriate to embed and contextualise new knowledge;
- Where relevant, ensure the venue is well-prepared, -organised, -equipped and comfortable, optimising the conditions for learning.

3. Evaluation and monitoring

NACE will:

- Have in place procedures whereby the school or individual, with the provider, can evaluate the extent to which the CPD has been successful in meeting the needs of individual participants and their pupils;
- Provide participants with the opportunity to comment on the quality of the CPD and suggest ways in which it might be improved to meet the aims more effectively. Information gleaned from this exercise must inform future planning and development of the content and delivery of provision;
- Collect evidence about the depth of participants' engagement and their plans for making use of their learning.