



## Code of Practice for ECA Educational Associates

### **Educational Associates must:**

- Have been actively trading for at least 12 months
- Operate with integrity and in an ethical manner which upholds ECA's reputation.
- At all times comply with legislative requirements including the protection of personal freedoms and the prevention of discrimination based on age, disability, gender, race, religion or sexual orientation
- Treat learners and employers fairly and with respect
- Not provide false information or knowingly mislead learners or employers. Ensure communications in advertising material, website, social media and other channels are truthful, legal, accurate and uphold industry standards.
- Communicate accurately and transparently, particular with regard to pricing and terms and conditions
- Hold the relevant public liability insurance and/or any other insurances required for delivering training in a safe and fit for purpose environment.
- Avoid financial impropriety and comply with statutory reporting requirements.
- Comply with all reasonable requests from ECA and its members for information to resolve complaints and maintain Educational Associate recognition

### **Additional for Apprenticeship/Technical Category**

- Operate in compliance with the requirements of relevant regulators (for example Ofqual, ESFA, IFATE, Awarding Organisations)
- As appropriate, maintain registration on the Register of Apprenticeship Training Providers
- Where applicable, maintain a minimum Ofsted grading of Satisfactory for overall effectiveness and Satisfactory for apprenticeship or FE and Skills provision.
- Ensure trainers and assessors have occupational competence as defined by the qualification requirements and maintain professional knowledge and competence through continuing professional development.
- Comply with ESFA and Awarding Organisations' criteria for ensuring a learner's prior learning is assessed correctly to inform how much of the training content the individual requires.

ECA will not assess Associates against this Code, but if alerted to a material, significant and/or continual breach of this framework, ECA will request and review timely evidence from the Associate that there is:

- No material, significant or continual breach; or
- A plan to remedy any such breach, as agreed by, and in a timeframe acceptable to, ECA.

In the event that the above confirmation is not available, ECA may, at its discretion, remove or suspend an Associate from the ECA Associates scheme.