

## **Skills Development Facilitators' Code of Good Conduct**

The Insurance Sector Education and Training Authority (INSETA) has designed the following Code of Conduct for Skills Development Facilitators (SDFs) within an organisation or external SDFs acting on behalf of an organisation. The purpose of this code is to ensure that organisations' policies and procedures are in order; to efficiently and effectively carry out training and development plans in the organisations.

To be able to operate in the Insurance Sector, the Skills Development Facilitator is required to comply with the following requirements:

1. Internal or External Skills Development Facilitators; appointed in the organisation as Primary or Secondary SDF, must be qualified with a Skills Development facilitator Certificate and be registered with INSETA to be eligible to submit WSP and ATR on behalf of INSETA-registered companies. Where an SDF cannot produce a Skills Development Facilitator certificate they must submit a motivation to INSETA to be registered as an SDF with their current qualifications.
2. Internal or External Skills Development Facilitators; appointed in the organisation as Primary or Secondary SDF, must not be a Skills Development Provider in the Insurance Sector or any other Sector
3. Internal or External Skills Development Facilitators; appointed in the organisation as Primary or Secondary SDF, must sign a declaration that they are not working in any capacity; for a Skills Development Provider in the Insurance Sector

4. INSETA-registered companies must submit to INSETA on the company's letterhead, signed by a duly designated person in the company; proof of appointment of an External Primary or Secondary Skills Development Facilitator. This declaration must be submitted to INSETA annually on submission of the company's WSP & ATR.
  
5. Skills Development facilitators appointed by INSETA are referred to as Sector Skills Facilitators (SSFs). They will act on behalf of INSETA and will not be required to complete the SDF form however, the SSF will have to provide proof on email or a letter from the company confirming that they have been appointed to support the company with the Workplace Skills Plan (WSP) submission.
  
6. Internal or External Skills Development Facilitators; appointed in the organisation as Primary or Secondary SDF, must attend the annual INSETA Workplace Skills Plan (WSP) and Annual Training Report (ATR) Workshops to keep abreast of legislative and systems changes that may occur.

The appointed Skills Development facilitator signs this acknowledgement that they are not working for or contracted with any training provider and operates independently of training institutions.

**ACKNOWLEDGEMENT**

I, .....(SDF), hereby acknowledge that I have read and understood this Skills Development Facilitator's Code of Conduct; and agree to uphold the ethical standards contained therein to the best of my ability.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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