

NALDIC Associate Members' Code of Practice

An associate member of the National Association for Language Development in the Curriculum (NALDIC):

- shall act in such manner as to uphold and enhance the good standing and reputation of NALDIC:
 - shall not make a public statement claiming an advantage or superiority over other members unless such a claim could be sustained with evidence which would satisfy a court of law;
 - shall acknowledge any limitations in her/his knowledge and competence and decline any request for service unless able to perform them in a professional and competent manner; it is recommended that, where appropriate, an associate member refers such requests to other consultants on the NALDIC directory;
 - shall not publicise her/his services, or allow her/his services to be publicised, in association with any goods or service available from any other source in such a way as might call into question the independence of her/his professional advice or give rise to a conflict of interest;
- when providing advice or consultancy, shall declare to prospective clients any financial or other interests in relevant organisations providing goods or services and ensure that her/his professional judgment is not influenced by any commercial considerations;
 - shall ensure that any publicity for which she/he may be held responsible is accurate, not misleading or likely to cause public offence;
 - shall only establish a fee for professional services, when she/he has received sufficient information to enable her/him to assess the nature and scope of the service required;
 - shall confirm all fees in writing before undertaking professional services against a set specification;
 - shall ensure that her/his membership of NALDIC is not used in the promotion of commercial products or services in such a manner as to imply an endorsement of such products or services by NALDIC;
 - shall protect all confidential information concerning clients obtained in the course of providing services and make disclosures only with the consent of the client or as required by law;
 - shall, in all aspects of her/his work, seek to promote work practices which support good health and safety practices, and will provide advice to clients which is consistent with her/his

own good practice;

- shall, in all aspects of her/his work, seek to promote work practices which support good practice on equal opportunities and will provide advice to clients which is consistent with her/his own good practice;

- shall seek to maintain and improve her/his EAL professional knowledge and competence;

- may state she/he is registered as a NALDIC associate member, and shall support NALDIC and encourage the growth of the association.

NALDIC reserves the right to withdraw members from its Associate directory if any clause in the Professional Code of Practice is infringed.

Associate members will be informed in writing if they are to be suspended from the directory and will only be removed when they have had the chance to appeal against the decision. The decision of the NALDIC Executive shall be final.

A NALDIC Associate member who is convicted of any criminal offence, excluding motoring offences, must immediately inform NALDIC.