



## The Full IRMTNZ Code of Ethics revised 2016

### IRMTNZ Members are committed to:

- Respectful courteous and honest behaviour and communications with students, colleagues and the public
- Continuous professional development: extending ability, knowledge, skills and expertise in
  - music, music teaching and education
  - up-to-date best teaching methods for each student
- Honest and transparent business methods [[link to terms of tuition](#)]
- Professional courtesy regarding colleagues and students of other teachers
- Student safety: complying with the IRMTNZ Student Safety Policy & Guidelines [[link](#)]
- Sensitive recognition of different cultures, languages and social practices
- Standards of professional conduct set out in this IRMTNZ *Code of Ethics*

### The Public: *behave and communicate professionally*

- Through registration with this professional body, a commitment to the IRMTNZ *Code of Ethics* and *Student Safety Policy & Guidelines* music teachers are able to inspire confidence among the public.
- Individual members of IRMTNZ reflect the profession as a whole. Members have a responsibility to act with appropriate professionalism.
- Unless speaking on behalf of the Institute, members should make it clear to others that the opinions being expressed are their own.

### The Student: *be business-like, ethical, professional towards clients; in all ways help students to reach their maximum musical potential*

- IRMTNZ members have a responsibility to provide high standards of professional music tuition. It is expected that members will reflect on and appraise the effectiveness of their teaching practice regularly.
- As music teachers, IRMTNZ members are *adults being placed in a position of trust* and need to be committed to providing safe protective practices to those whom they teach. A separate document *IRMTNZ Student Safety Policy and Guidelines*, outlining the latter responsibilities is available to members and the public. [[link](#)]
- Acceptance of a student is a business contract. The terms of that contract should be clearly understood by both student and teacher prior to lessons commencing.
- Teachers have a responsibility to carry out their part of the contract professionally



- It is recommended that members use a 'Terms of Tuition' form each year, either using the IRMTNZ template provided [ [link](#)] or similar. It is recommended that the form be signed by both parties and a copy retained by each. If the student is a minor, the form should be signed by a parent or guardian.
- Students should be treated courteously and their rights as individuals respected. It is understood that members will take due regard of the language and cultural traditions of students and their parents.
- Confidentiality of personal information, verbally or in any written or pictorial format, must be maintained unless prior approval has been expressly given by the student or guardian to pass this information on.

### The IRMTNZ Members: *colleagues*

- IRMTNZ exists to serve, support and encourage one another as individual members in addition to the profession as a whole.
- Individual members are strongly encouraged to use the opportunities provided by the membership network and local branches regarding
  - continuous professional development: extending ability, skills and knowledge
  - professional integrity
  - personal integrity
  - business advice
  - professional concerns

### Professional Concerns: *be respectful and constructive*

- All communication to colleagues, students and the public - whether recommendations, complaints, or dealing with complaints, and all matters of general concern - should be expressed respectfully and courteously.
- Wherever possible a constructive solution between individuals should be pursued.
- Recommendations concerning any IRMTNZ activities should not be expressed publicly but be referred, in a constructive manner, to the local branch. Where appropriate, referral by the branch will go to the Council of the Institute through the IRMTNZ Registrar.
- Serious complaints and concerns about any matter should not be expressed publicly, but instead be referred in a constructive manner to the Council of the Institute through the IRMTNZ Registrar.
- Concerns about a student's safety should never be dealt with on one's own. (See additional advice detailed in the [IRMTNZ Student Safety Policy and Guidelines](#) document.



### **Professional Courtesy: *remember professional etiquette***

- Choice of teacher: Members of the public have the right to choose their own teacher, and if they wish, to transfer from one teacher to another. It is understood that IRMTNZ members will not solicit a student of another teacher.
- Transferring to another teacher: When a student of one teacher wishes to transfer to another, it is the responsibility of the new teacher to ensure that the student has satisfactorily completed all obligations with the previous teacher. An assurance should be sought from the student or guardian if the student is a minor, that all fees have been paid and that any property in the way of books, CDs, etc., have been returned. The new teacher should contact the previous teacher to ensure that there is no professional reason why that previous student should not be accepted.
- Learning the same instrument from more than one teacher is not to be encouraged as this can lead to conflicting viewpoints being given to the student. If such a case should occur, IRMTNZ members should be mindful of the best outcome for the student and if necessary contact the other teacher respectfully and courteously.
- Masterclasses: Members are encouraged to use the advice given to a student by the 'master teacher' at any masterclass as an opportunity for constructive educational discussion.
- Giving advice: IRMTNZ Members should refrain from offering unsolicited advice to students of other teachers. Students, parents or guardians should be advised to limit any queries or doubts to the specific teacher concerned.

### **Fees: *value the service you provide, be realistic, honest and transparent***

- A fee scale should be structured with careful consideration not only of the tuition hours but also business costs including: maintenance of equipment, preparation time, professional fees, professional development, administration, maintenance of a music library, music books and journals, heating and lighting, stationery, and any postage.
- Charging an unrealistically low fee creates difficulties for the viability of music teaching practices for many. Individual tuition varies according to the locality and the experience and qualifications of the teacher. Group tuition should cost the individual student less than for individual tuition.
- Prior notice of fee increases should be given. Members should be able to justify any increase in fees with a valid reason (e.g., rate of inflation; increased costs, etc).
- Where the contract is with a parent or guardian of a minor, any communication about fees should be directly with the parent or guardian and not with the student.



**Advertising: be accurate; be aware of the Trade Descriptions act - avoid misleading advertising**

- Professional advertising should accurately describe membership status; care should be taken to avoid misleading advertising.
- Members should refer to their teaching registration appropriately, for example: 'IRMTNZ Registered Music Teacher' or 'Associate Member of the IRMTNZ', rather than simply 'registered music teacher'. (Use of this latter term alone can be confused with the NZ Ministry of Education categories of registered teachers and could be regarded as misleading advertising.)
- In relation to IRMTNZ membership, only the subjects in which members are registered by IRMTNZ should be referred to.
- In professional advertisements, use the highest degrees and/or diplomas from each examining body applicable.
- Post- nominals:
  - A Fellow of the Institute should use the letters FIRMTNZ after their name
  - An Honorary Fellow of the Institute should use Hon FIRMTNZ
  - A Leading Associate member of the Institute should use the letters LAIRMTNZ
  - An Associate of the Institute should use the letters AIRMTNZ
  - A Distinguished Branch Member should use the letters AIRMTNZ-DBM
  - A Provisional Member must use the words *Provisional Member* IRMTNZ
- In public advertisements, IRMTNZ members should not make reference to students without their prior consent.
- NB: See additional advice and obligations detailed in the IRMTNZ *Student Safety Policy and Guidelines* document. [[link](#)]

**Accountability: a member's responsibility in return for ongoing professional endorsement**

- Each of us is responsible for ensuring we live out our commitment to this *Code of Ethics* and the *IRMTNZ Student Safety Policy and Guidelines*: accountable primarily to ourselves, then to each other and, if necessary, to the IRMTNZ Ethics Committee.



**Violation of the Code of Ethics: *the provision of authority for Council, and especially the Registration Board, to fulfill its responsibility in vouching for IRMTNZ members as proficient, ethical trusted music teachers***

- Members are required to be committed to this Code of Ethics
- If, in the opinion of the Ethics Committee of the IRMTNZ Council any part of the commitment to this Code of Ethics has not been observed, it may be regarded as a violation of this Code of Ethics.
- Violating this Code of Ethics is regarded as *Unprofessional Conduct* by the Institute.\*\*
- Evidence\* of possible violations of the Code of Ethics should be brought to the attention of the Registrar of the Institute, after which it will be considered, for resolution by the Ethics Committee of the IRMTNZ Council on a case by case basis.
- Procedures of the IRMTNZ Ethics committee will be consistent within the rules of natural justice in that any complainant or alleged offender will be fairly heard and that any decision made will be without bias or appearance of bias.
- \* Such evidence may be brought by an individual member or by a branch.
- \*\* *Unprofessional Conduct* has an implication for ongoing IRMTNZ membership

**Review**

This Code of Ethics will be reviewed regularly and at least every 5 years