

Ethical Practice Statement

Principles and standards of ethical practice

- WTA QLD's overarching ethical principles include, honesty, fairness, objectivity, and responsibility. All staff must act in accordance with these principles and shall encourage others within their work group to adhere to them.
- WTA QLD staff have a responsibility to comply with and uphold the standards of competence, confidentiality, integrity, and credibility. Failure to comply may result in disciplinary action.

Competence

- All staff will:
 - Maintain an appropriate level of professional leadership and expertise by enhancing knowledge and skills of themselves and supporting colleagues
 - Perform professional duties in accordance with relevant laws, regulations, and technical standards
 - Provide support information and recommendations that are accurate, clear, concise, and timely. Recognise, respond to and support the risk management process.

Confidentiality

- All staff will:
 - Keep information confidential except when disclosure is authorised or legally required
 - Inform all relevant parties regarding appropriate use of confidential information.
 - Monitor to the use and disclosure of information to ensure compliance
 - Refrain from using confidential information for unethical or an illegal advantage

Integrity

- All staff will:
 - Declare and mitigate (where possible) actual or perceived conflicts of interest
 - Refrain from engaging in any conduct that would prejudice carrying out duties ethically
 - Abstain from engaging in or supporting any activity that might discredit the profession
 - Contribute to a positive ethical culture and place integrity of the profession above personal interests

Credibility

- All staff will:
 - Communicate information fairly, objectively and without prejudice
 - Provide all relevant information that could reasonably be expected to support host employers and apprentices
 - Report any delays or deficiencies in information, timeliness, processing, or internal controls in accordance with internal policies, procedures and as required by legislation and regulation
 - Communicate professional limitations or other constraints that would preclude responsible judgment or successful performance of an activity

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