

Ethics and Professional Practice Committee (EPPC)

TERMS OF REFERENCE

Approved by National Council: 13 May 2021

Aims of the Committee

- Raise awareness of the AUSIT Code of Ethics and Professional Conduct among T&I practitioners, service users, relevant stake holders.
- Promote ethical conduct among T&I practitioners.
- Revise and update the AUSIT Code of Ethics and Professional Conduct.

Terms of reference:

- Revise and update the AUSIT Code of Ethics and Professional Conduct as needed.
- Disseminate the AUSIT Code of Ethics and Professional Conduct, and to promote and enhance T&I practitioners' understanding of it and how it is applied.
- Gather and disseminate feedback on compliance with the AUSIT Code of Ethics and Professional Conduct from T&I practitioners, from users of our services, and from other relevant stakeholders.
- Organise and coordinate Ethics-related events in conjunction with the PD and Education committees.
- Monitor and generate discussions on ethics on the AUSIT Learnbook
- Raise public awareness of T&I practitioners' ethical requirements and professional roles.
- Liaise with T&I agencies/stakeholders/service users to ensure requirements placed on T&I practitioners are conducive to the best T&I performance
- Investigate complaints of allegedly unethical behaviour of, and from, practitioners by establishing an ad-hoc Board of Professional Conduct, with min. 50% of the Board comprising EPPC members.
- Draft and propose the Code of Ethics for Language Service providers in consultation with relevant stakeholders and maintain and revise the code as needed.

Committee's composition:

- Chair (AUSIT Vice President Ethics and Professional Practice) or nominee¹)
- Vice-chair
- Educator from T&I university courses around Australia
- Educator from T&I RTO courses around Australia
- Representative from NAATI
- Representative from Professionals Australia
- AUSIT Translation and/or interpreting practitioner

Terms of office:

- Chair (if not VP) - 2 years, renewable twice (maximum term of 6 years)
- Vice-Chair and Members – appointed by the National Council. Minimum term of 1 year, renewable twice (maximum 3 years).
- For continuity, the chair should become a member of the committee when their term is up, for at least one more year.
- The committee should meet at least twice a year (virtually or in-person)
- Major decisions must be unanimous and approved by the National Council at one of their monthly meetings.

Reporting:

- The chair of the committee reports to the AUSIT Vice President (Ethics and Professional Practice) quarterly.
- If the VP (EPP) is the chair, s/he will report to the National President.

Reviewed 4 May 2022 (Saeed Khosravi)

¹ This could be an Honorarium position