



Institute for  
Advanced Learning  
& Metacognition

**INSTITUTE FOR ADVANCED LEARNING AND METACOGNITION**

*Advancing the Science of Learning*

# Members' Charter

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Standards of conduct and commitment for all members

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## Introduction

The Institute for Advanced Learning and Metacognition (IALM) is a community of people united by a shared commitment to advancing how people learn. This Charter sets out the commitments that every member makes in becoming, and remaining, part of that community.

Membership of IALM is both a privilege and a responsibility. By joining the Institute, you agree to uphold this Charter, which expresses the standards of conduct — and the spirit — we expect of all members: towards the Institute, towards one another, and towards the wider public we serve.

This Charter should be read alongside the Institute's Bye-laws, which give it formal effect and set out the procedures that apply should a member's conduct fall short of it. Agreement to this Charter is a condition of membership, and continued membership — including each annual renewal — affirms your ongoing commitment to it.

## Our commitments

*As a member of the Institute for Advanced Learning and Metacognition, I commit to the following.*

### 1. To our shared purpose and values

- I will support the mission of the Institute — to advance the science and practice of learning for the public benefit — and conduct myself in a manner consistent with its values of rigour, reflection, collaboration, inclusion and impact.
- I will act as a positive ambassador for the Institute, the field it serves, and the wider community of which I am part.

### 2. To integrity and high standards

- I will act with honesty and integrity in all matters connected with the Institute.
- I will uphold high professional and intellectual standards, and where I draw on research or evidence in my work, I will do so honestly, responsibly and without misrepresentation.
- I will represent my qualifications, experience and expertise truthfully, and will not claim competence, authority or recognition that I do not hold.

### 3. To respect and inclusion

- I will treat fellow members, staff, partners and members of the public with courtesy, dignity and respect.
- I will not engage in discrimination, harassment, bullying, or any form of unfair or degrading treatment of others.
- I will value diversity of background, perspective and discipline, in keeping with the Institute's commitment to inclusion.

#### **4. To conduct and reputation**

- I will act lawfully in all matters connected with the Institute.
- I will not act in any way that brings, or is likely to bring, the Institute, its members or its reputation into disrepute.
- I will declare any conflict of interest that arises in connection with my membership or my activities for the Institute, and will manage it openly and honestly.

#### **5. To safeguarding and the wellbeing of others**

- I recognise that the Institute's work may involve children, young people and vulnerable adults, and I will at all times act to protect their safety, welfare and dignity.
- I will comply with all applicable safeguarding requirements, and with the Institute's safeguarding policies, in any activity connected with the Institute.
- I will never behave in a way that places any child, young person or vulnerable adult at risk of harm, and I will report any safeguarding concern promptly and through the appropriate channels.

#### **6. To the proper use of membership**

- I will use my membership grade, post-nominals and any IALM branding honestly, only as permitted, and only while my membership remains current.
- I understand that IALM post-nominals denote my grade of membership within the Institute, and do not represent an academic qualification, an accreditation, or an endorsement by the Institute of my work, products or services.
- I will not use my membership to imply a status, authority or relationship with the Institute that I do not hold.

#### **7. To confidentiality and information**

- I will respect the confidentiality of information entrusted to me through my membership, and will handle all personal and sensitive information lawfully and with care.
- I will not misuse information obtained through the Institute or its community for improper purposes.

#### **8. To our community**

- I will engage constructively and in good faith with the Institute and its members, helping to sustain a supportive, collaborative and respectful community.
- I will raise any concerns I may have responsibly and through the proper channels, and will cooperate honestly with the Institute in any matter concerning members' conduct.

## **Compliance with this Charter**

Compliance with this Charter is a condition of membership, and represents the minimum standard expected of every member. It is indicative of the conduct expected of members rather than an exhaustive list, and members are expected to act in its spirit as well as its letter at all times.

Where a member's conduct is alleged to fall short of this Charter, the matter will be considered under the complaints and disciplinary procedures set out in the Institute's By-laws. A serious or persistent breach may result in sanctions, up to and including the suspension or termination of membership, in accordance with those procedures.

If you are ever unsure whether a course of action is consistent with this Charter, we encourage you to seek guidance from the Institute before proceeding.

## **Review**

This Charter will be reviewed periodically by the trustees of the Institute, and at least once every five years, to ensure that it continues to reflect the Institute's values, the expectations of its members, and good practice. Members will be notified of any material changes.