



INSTITUTE OF
REGISTERED MUSIC TEACHERS
OF NEW ZEALAND

CODE OF ETHICS

Document Date: December 2011

A Code of Ethics is designed to assist teachers with regard to professional conduct.

The obligations of members in respect of matters of professional conduct, discipline and professional ethics are set out in the Rules made pursuant to the Music Teachers Act 1981 as follows:

“Every person on becoming a member or provisional member of the Institute shall receive a copy of these Rules and the Code of Ethics of the Institute and shall be bound by the Music Teachers Act 1981 and by these Rules and by the Code of Ethics in force at the time of registration and by any amendments or additions which may be made from time to time.”

A teacher should be conscious of the responsibility to maintain high teaching and ethical standards. The music teaching profession needs to inspire confidence among members of the public and preserve the value of registration.

THE PUBLIC

The conduct of any one member of the Institute reflects upon the profession as a whole. Members should always be conscious of the need to act with appropriate dignity and loyalty to the profession. Unless speaking on behalf of the Institute, members should make it quite clear that the opinions being expressed are their own.

THE STUDENT

Acceptance of a student is a business contract. Therefore the terms of that contract should be clearly understood by both student and teacher before lessons commence. The Council of the Institute recommends that members use a Terms of Tuition Form each year, either the one designed by the Institute or similar (and that the form is signed by both parties) and that a copy is retained by the teacher. If the student is a minor, then the Terms of Tuition Form should be signed by a parent or guardian on behalf of the student.

Students should be treated courteously and their rights as individuals respected. Confidentiality of personal information must be maintained unless the authority and approval of the student has been given to divulge this to a third party. Teachers have a responsibility to carry out their part of the contract professionally.

THE INSTITUTE

Membership of the Institute implies responsibility and loyalty to one another. The Institute exists to serve the music teaching profession as a whole as well as for individual members. Recommendations, complaints and other matters of general concern should therefore not be expressed publicly but instead be referred to the Council of the Institute.

Members of the public have the right to choose their own teacher, and if they wish, to transfer from one teacher to another. However, a member should not solicit as a student anyone known to be the student of another teacher. When a student of one teacher wishes to transfer to another, it is the responsibility of the new teacher to be satisfied 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, tapes or 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.

Members should refrain from giving advice to students of other teachers. Students, parents or guardians should be told to discuss first any queries or doubts with the present teacher.

FEES

A fee scale should be structured with careful consideration not only of the tuition hours but also of the maintenance of equipment, preparation time, professional fees, continuing education, administration, a music library, music books and journals, heating and lighting, stationery, postage and many other facets involved in keeping up to date and in the running of a business.

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. Fees for 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; length of time since last adjustment to fees, etc). Where the contract is with a parent or guardian of a minor, any communication about unpaid fees should be directly with the parent or guardian and not with the student.

ADVERTISING

Professional advertising should accurately describe membership status. In professional advertisements, use the highest degrees and/or diplomas from each examining body applicable.

A Fellow of the Institute should use the letters FIRMT after their name.

An Associate of the Institute should use the letters AIRMT after their name.

A Provisional Member must use the words Provisional Member IRMT.

A Student Graduate Member must use the words Student Graduate Member IRMT.

Members should refer to themselves as, for example, an Associate member of the Institute, rather than as a registered music teacher. Use of this latter term can be confused with other categories of registered teachers.

Teachers should not make reference to students in advertisements without their prior consent.

Teachers must state only the subjects in which they are registered.

VIOLATION OF THE CODE OF ETHICS

Any evidence of any possible violation of the Code of Ethics should be brought to the attention of the Registrar of the Institute for reference to the Council for consideration and resolution.