

## EDUCATION CODE OF CONDUCT FOR LEARNERS

Purpose: This bulletin explains the conduct RECA expects of learners who enroll in RECA education programs.

### This bulletin applies to all RECA learners

The Real Estate Council of Alberta (RECA) delivers pre-licensing and re-licensing education for real estate brokers, property managers, mortgage brokers and real estate appraiser professionals. RECA education includes eligibility, enrolment, participation in courses/programs, and passing the associated examinations. This Code of Conduct for Learners applies equally to industry professionals and those who intend to become industry professionals.

An individual's intellectual engagement, personal integrity, and ethical conduct are inherent in the learning process. These are necessary for their acquisition of new knowledge to develop new skills. As professionals, individuals are responsible to gain the requisite knowledge, skills, and mindset for continuous improvement to ensure they are competent in the provision of services to the public. Competent practice is integral to maintain the trust, respect, and confidence of other professionals and the public.

RECA supports a principles-based approach to learning to develop professional conduct in practice. Learners must ensure they demonstrate the principles, as stated in the Code of Conduct, when participating in RECA education initiatives. Do not assist those who are dishonest. It only undermines your integrity, and that of the profession, while enabling incompetent service to the public. All industry professionals are responsible to gain the knowledge and skills to ensure their own competence to deliver services to the public. Take this opportunity to be the best professional that you can be.

**Principle 1: Learners will be actively engaged in their education and make their best efforts to acquire the knowledge and develop the skills as set out by the identified learning outcomes for that course or program.**

Learners need to engage intellectually in the courses and complete all assignments, activities, and quizzes. This helps them identify subject areas where they have met the learning outcomes. They must work to acquire the knowledge and skills expected for the course/program.

**Examples of learners breaching principle 1:**

- carrying on multiple unrelated activities simultaneously, which detracts from the ability to fully absorb the content
- reading a newspaper or have unrelated conversations with others during classroom instruction
- trying to 'click through' courses/assignments without adequate review of content
- failing to review incorrect responses to determine the correct response/outcome

**Principle 2: Learners will at all times conduct themselves with honesty, integrity, and respectfulness**

Learners must not cheat or participate in any conduct that results in them completing a course, program, assignment, activity or exam from a source outside of their own knowledge. Learners can get advice from others if the assignment or activity guidelines allow it. Learners must be familiar with all examination guidelines and abide by them. They must treat other learners, facilitators, exam proctors, RECA staff, and education partners with respect. Any questions or challenges must be respectful and only for obtaining a proper outcome without insult, threat, or false accusation.

**Examples of learners breaching principle 2:**

- attempting to cheat by accessing other computer programs, online windows, external websites, emails, texts, or instant messages
- using of prohibited devices, such as cell phones, personal digital devices, or translation devices, during an exam
- engaging others, or attempting to engage others, to complete their course or write their exam under a false or fictitious identity
- acting in an abusive manner towards other learners, facilitators, proctors, or RECA staff
- bringing notes or other information into examinations in order to complete such examinations where guidelines do not allow notes etc.
- copying or trying to get answers from others to examination questions

**Principle 3: Learners may assist other learners when the assistance provided to them supports their engagement in the learning process and results in their honest acquisition of knowledge and skills**

Learners must not help other learners cheat or help them complete a course, program, assignment, or examination from a source outside of the learner's own knowledge. Learners can get advice from others if the assignment or activity guidelines allow it. Learners must not give other learners information or assistance to complete examinations or assignments.

#### **Examples of learners breaching principle 3:**

- completing assignments for others or writing examinations for others under a false or fictitious identity or those who knowingly give false information
- providing answers or participating in any form of cheating during an examination
- completing any part of an online or classroom course for another learner
- permitting other learners to copy their answers during examinations

#### **Principle 4: Learners will support RECA's education requirements and will conduct themselves in a manner that does not undermine the integrity, efficacy, and efficiency of any aspect of RECA's education**

Learners should not involve themselves in activities that decrease the efficiency or effectiveness of RECA education courses, programs or examinations. Learners must not help or enable others to complete education without acquiring the knowledge, skills or expertise outlined in the learning outcomes.

#### **Examples of learners breaching principle 4:**

- being disruptive during examinations or in a classroom setting
- collecting, copying or reproducing any aspect of the exam, by any means
- distributing quiz or exam questions and/or answers to other learners
- maintaining a database of quiz or exam questions and/or answers
- collecting examination questions and/or answers for dissemination to other learners, potential learners or brokerages
- attempting to access RECA online courses, program, or examinations without the appropriate permission
- attempting to disrupt, hack, or otherwise compromise RECA's ability to deliver its online courses, programs or examinations
- using RECA's electronic or print education material outside of the applicable course or program and for purposes other than its intended uses

## Education and disciplinary outcomes

Individuals who breach the Education Code of Conduct for Learners may be subject to disciplinary action and certain education program outcomes, such as:

- failing grade(s)
- course or program suspension
- expulsion from RECA education courses or programs

RECA may deny an authorization and issue an Administrative Penalty up to \$25,000 for learners who are not industry professionals and who breach the Education Code of Conduct.

Learners who are industry professionals and who breach the Education Code of Conduct may be subject to a finding of conduct deserving of sanction and receive discipline ranging from an Advisory Note to licence cancellation.

RECA will refer all breaches of the Education Code of Conduct for Learners that constitute a criminal offence to the applicable police (law enforcement) agency.

## Related information

### Legislation

- *Real Estate Act* Rules – Schedule 3 Education Code of Conduct
- *Real Estate Act* Rules – Schedule 4 Education Code of Conduct for Learners: Compliance Process and Remedies

INFORMATION  
BULLETINS

Last Revised  
September 2014

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