Victorian Curriculum and Assessment Authority (VCAA) – Our values

**Acknowledgement**

The Victorian Curriculum and Assessment Authority proudly acknowledges and pays respect to Victoria’s Aboriginal and Torres Strait Islander communities and their rich and enduring cultures.

We acknowledge Aboriginal and Torres Strait Islander people as Australia’s first peoples and as the Traditional Owners and custodians of the lands and waters on which we rely. We pay respect to Elders past and present of the lands where we conduct our work and recognise their ongoing contributions as the first educators on the land now known as Victoria.

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1. VCAA values (Our values)

Ensuring high-quality education services through the public sector and the work performed within it is of paramount importance. As employees of the Victorian Public Sector (VPS), all Victorian Curriculum Assessment Authority (VCAA) employees are required to demonstrate the public sector values in accordance with the binding code of conduct for VPS employees (Code of Conduct).

The VCAA has adopted the public sector values which are set out in the Code of Conduct. This includes:

* Responsiveness
* Integrity
* Impartiality
* Accountability
* Respect
* Leadership, and
* Human Rights.

The VCAA values underpin how employees interact with colleagues, individuals, members of the community, and others. All employees are all required to uphold and demonstrate our values in their work.

* 1. The Public Sector values

*The Public Administration Act 2004* establishes values to guide employee conduct and performance in the VPS. The public sector values and the code of conduct based on the values provide the foundation of the integrity and accountability framework for all public sector employees.

Values define what is important to an organisation and how things will be done. In the victorian public sector, they underpin an employee's interaction with the colleagues, individuals, members of the community, and others.

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* + 1. Responsiveness

Public officials should demonstrate responsiveness by:

* providing frank, impartial and timely advice to the Government
* providing high quality services to the Victorian community
* identifying and promoting best practice

Section 7(1)(a) *Public Administration Act 2004*

* + 1. Integrity

Public officials should demonstrate integrity by:

* being honest, open and transparent in their dealings
* using powers responsibly
* reporting improper conduct
* avoiding any real or apparent conflicts of interest
* striving to earn and sustain public trust of a high level.

Section 7(1)(b) *Public Administration Act 2004*

* + 1. Impartiality

Public officials should demonstrate impartiality by:

* making decisions and providing advice on merit and without bias, caprice, favouritism or self interest
* acting fairly by objectively considering all relevant facts and fair criteria
* implementing Government policies and programs equitably.

Section 7(1)(c) *Public Administration Act 2004*

* + 1. Accountability

Public officials should demonstrate accountability by:

* working to clear objectives in a transparent manner
* accepting responsibility for their decisions and actions
* seeking to achieve best use of resources
* submitting themselves to appropriate scrutiny.

Section 7(1)(d) *Public Administration Act 2004*

* + 1. Respect

Public officials should demonstrate respect for colleagues, other public officials and members of the Victorian community by:

* treating them fairly and objectively
* ensuring freedom from discrimination, harassment and bullying, and
* using their views to improve outcomes on an ongoing basis.

Section 7(1)(e) *Public Administration Act 2004*

* + 1. Leadership

Public officials should demonstrate leadership by actively implementing, promoting and supporting these values.

Section 7(1)(f) *Public Administration Act 2004*

* + 1. Human Rights

Public officials should respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

* making decisions and providing advice consistent with human rights
* actively implementing, promoting and supporting human rights.

Sections 7(1)(g) and 8(ca) *Public Administration Act 2004*

1. Managing this guideline
   1. Authorisation

This guideline is issued under the authority of the Chief Executive Officer.

* 1. Accountability for the guideline

The owner for this guideline is VCAA Human Resources. The owner reports to the Chief Executive Officer on the management of this guideline.

The owner is responsible for:

* development and regular review of this guideline
* development of protocols, processes and guidelines to support implementation
* monitoring compliance of applicable employees, organisational units, and/or locations.
  1. Important dates

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| --- | --- |
| Date of adoption: | July 2024 |
| Date of last amendment: | July 2024 |
| Date of next review: | July 2026 |

1. Related documents

* Public Administration Act 2004.
* Code of Conduct for Victorian Public Sector employees.