

The Association of  
**Distance  
Learning  
Colleges**

## Setting ethical standards in Distance Learning



[www.adlc.org.uk](http://www.adlc.org.uk)

Founded in 1955  
as the Association of British Correspondence Colleges (ABCC)

## **The Association of Distance Learning Colleges**

### **Code of Ethics**

Members of the Association pledge themselves to maintain the highest standard of integrity in all their dealings and, in particular, they undertake:

1. To ensure that any information they give about the choice of a career, the prospects in a particular career or a prospective student's studies shall be accurate to the best of their knowledge, and that any advice they give to prospective students and others shall be given in good faith and the best interests of the persons to whom the advice is tendered.
2. To take every reasonable care to enrol students only for courses that are suited to their individual needs and educational status, or for tuition for examinations for which the students are likely to be eligible.
3. To inform students in their prospectuses and/or enrolment application forms of the conditions on which they are enrolled and to include in advertisements only statements which accurately reflect such conditions.
4. To make fair regulations governing their relationship with students, and to treat equitably those who, through circumstances beyond their control, are unable to comply strictly with their regulations.
5. To provide efficient tutorial service, to maintain adequate and appropriately qualified tutorial and administrative staff and to issue to their students without undue delay adequate and reasonably up to date tutorial literature and instruction suitable to each student's needs.
6. To encourage their students to complete their courses of study and to do everything reasonably possible to enable the students to derive full benefit therefrom.
7. To issue only certificates or diplomas that fairly represent the instruction given and not to make any statement or to imply that any such certificates or diplomas are equivalent to a degree or to a certificate awarded by a recognised examining body.
8. To ensure that all examinations and assessments related to accredited courses are administered and supervised to the standards as laid down by the appropriate external body.
9. To maintain the highest ethical standards in their publicity by making no statement in any advertisement, prospectus or publicity literature, or by correspondence or orally, that is knowingly untrue or wilfully misleading; and in particular by publishing no examination results or statistics or particulars of their tutorial service of staff that are knowingly inaccurate or misleading.
10. To prepare and maintain a record of the working procedures of the business that can be readily available to a responsible person in the event of the sudden death or major illness of the principle manager of the business. According to the set up of the business alternative arrangements are acceptable. The Association is prepared to hold confidentially a copy of such a document.
11. To arrange for the Association to be notified immediately if such an incident occurs that might cause the business activities to be in jeopardy.
12. To encourage fair, dignified and honourable competition.
13. To ensure that their staffs are acquainted with this code, that they are given all facilities for complying with it, and are encouraged to honour it in the spirit as well as the letter.

## **Membership of The Association of Distance Learning Colleges**

### **Joining the Association**

We welcome membership enquiries from Providers of Home Study and Distance Learning programmes, based in the UK or working with students in this country. To be eligible for membership providers must satisfy the Association that their courses are of a suitable standard, that genuine tutorial support is provided and that they themselves are of good standing with a proven track record.

If you are starting up a new business, please ask for details of our **Signatory Membership** scheme. This is designed to provide support and advice to new starters, with a view to their becoming full Members once they are established.

### **Code of Ethics**

All member colleges must agree to comply with the Association's Code of Ethics. This guarantees a high standard of service and integrity on the part of all Colleges. The ABCC logo on your prospectus gives potential students an assurance of quality and fair dealing. In the event of queries or complaints the Association can provide a useful arbitration service.

### **Website**

Our website at [www.homestudy.org.uk](http://www.homestudy.org.uk) includes a page for each Member College, fully searchable details of available courses and their providers, and links to members' own websites.

### **Public Relations**

We respond to issues raised in the media, and generally seek to raise the profile of distance and open learning and keep it in the public eye.

### **Associate Members**

Our Associate Members are respected organisations in fields related to education, who join with us in working for better provision for learners.

### **Communication**

The Association provides a forum for the exchange of ideas and information on distance learning. We have an annual meeting in London, and all Members are welcome to attend the regular Council meetings, which are held several times a year. Members can also seek advice by telephone or email.

### **Costs**

The cost of membership of the Association varies according to the size of the college and its fee income.

Membership runs from 1 February to 31 January each year.

For further details please contact us:

[info@adlc.org.uk](mailto:info@adlc.org.uk)

020 8544 9559

## MEMBER COLLEGES

### **The Animal Care College**

[www.animalcarecollege.co.uk](http://www.animalcarecollege.co.uk)  
0800 041 8500

### **ATC (Accounting Training College)**

[www.accountingtrainingcollege.org.uk](http://www.accountingtrainingcollege.org.uk)  
0800 988 0065

### **The BSY Group**

[www.bsygroup.co.uk](http://www.bsygroup.co.uk)  
0800 731 9271

### **College of Footcare Practitioners**

[www.thecollegeoffootcarepractitioners.co.uk](http://www.thecollegeoffootcarepractitioners.co.uk)  
01553 768661

### **The College of Media and Publishing**

[www.collegeofmediaandpublishing.co.uk](http://www.collegeofmediaandpublishing.co.uk)  
07596 249899

### **Digital Sea Travel Trade Courses**

[www.cruiseshipdiploma.com](http://www.cruiseshipdiploma.com)  
0845 643 8442

### **Distance Learning Centre**

[www.distance-learning-centre.co.uk](http://www.distance-learning-centre.co.uk)  
0845 129 7238

### **DLA Ltd - courses in Early Modern History**

[distancelearningassociation.co.uk](http://distancelearningassociation.co.uk)  
0114 2326279

### **Esoteric College**

[www.esotericcollege.com](http://www.esotericcollege.com)  
01672 511427

### **Fitness Courses College**

[www.fitnesscoursescollege.co.uk](http://www.fitnesscoursescollege.co.uk)  
0800 781 6188

### **HCC (The Horticultural Correspondence College)**

[www.hcccollege.org.uk](http://www.hcccollege.org.uk)  
0800 083 9191

### **Health and Safety Training College**

[www.healthandsafetytrainingcollege.org.uk](http://www.healthandsafetytrainingcollege.org.uk)  
0800 977 4007

### **Ideal Schools**

[www.idealschools.co.uk](http://www.idealschools.co.uk)  
0141 248 5200

### **iPhotography Course**

[www.iphotographycourse.com](http://www.iphotographycourse.com)  
0845 643 8442

### **London Art College**

[www.londonartcollege.co.uk](http://www.londonartcollege.co.uk)  
0800 3280 465

### **NCT National College of Technology**

[www.nctonline.net](http://www.nctonline.net)  
08456 345 445

### **Oxbridge**

<https://oxbridgehomelearning.uk>  
0333 222 4010

### **Premier School of Building**

[www.premierschool.co.uk](http://www.premierschool.co.uk)  
01244 311609

### **Regent Academy**

[www.regentacademy.com](http://www.regentacademy.com)  
0800 378 281

### **The School of Health**

[www.schoolofhealth.com](http://www.schoolofhealth.com)  
0800 0439 349

### **Write Story Books for Children**

[www.writestorybooksforchildren.com](http://www.writestorybooksforchildren.com)  
0845 643 8442

## ASSOCIATE MEMBERS

### **AAT**

#### **The Association of Accounting Technicians**

[www.aat.org.uk](http://www.aat.org.uk)  
020 37352468

### **ABC AWARDS**

[www.abcawards.co.uk](http://www.abcawards.co.uk)  
0115 854 1620

### **HIGHGROUND**

07951 495 272  
<https://highground-uk.org>

### **ICB**

#### **The Institute of Certified Bookkeepers**

[www.bookeepers.org.uk](http://www.bookeepers.org.uk)  
020 7398 4440

### **THE MARINE SOCIETY**

[www.marine-society.org](http://www.marine-society.org)  
020 7654 7050

### **NEBOSH**

[www.nebosh.org.uk](http://www.nebosh.org.uk)  
0116 263 4700

### **PETbc**

#### **The Pet Education, Training and Behaviour Council**

[www.petbc.org.uk](http://www.petbc.org.uk)

### **The Prisoners' Education Trust**

[www.prisonerseducation.org.uk](http://www.prisonerseducation.org.uk)  
0203 752 5680

### **RHS - The Royal Horticultural Society**

[www.rhs.org.uk](http://www.rhs.org.uk)  
01483 226500

### **Royal Forestry Society**

[www.rfs.org.uk](http://www.rfs.org.uk)  
01295 678588