

# Code of Good Practice for Development Education

## User Guide



## Acknowledgements

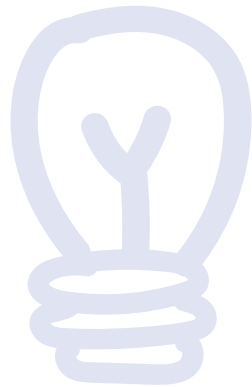
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# Background to the Code

The Code of Good Practice for Development Education is the result of a collaboration between IDEA members. It builds on the work carried out by IDEA members and partners through the creation of Good Practice Guidelines for various areas of educational work e.g. for Adult and Community Education, for Formal Education etc. At a workshop of IDEA members in 2016, a decision was made to build on the existing Good Practice Guidelines in Development Education by creating a Code of Good Practice. The clear consensus was that any code should be developed for and driven by the Development Education (DE) sector itself.

In 2017, a task group of 13 IDEA members drafted the Code content in the form of principles and indicators. The group also had initial discussions on how the Code could be implemented by IDEA members. In 2018, the draft Code was piloted by a group of 6 IDEA members, each piloting a number of the principles. Among other things, the participants found the Code supported their reflective practice, helped them to more effectively promote Development Education within their organisations and improve their own personal DE practice overall, bringing them back to all the values and ethos underpinning DE. The result was an updated draft of the Code.

In 2019, IDEA convened an advisory group to develop structures to roll-out the Code. They thought through the steps of the Code journey for Code members, what self-assessment and Code membership could look like, and what learning, support and networking opportunities could be offered to Code members.

The Code we have developed is a result of all of this work, alongside the supporting documents of this User Guide and the Self-Assessment Workbook. The Code has been a rich learning collaboration. It will continue to be shaped through your engagement in the Code journey.

**Welcome! This User Guide is designed to be used in conjunction with the Code of Good Practice for Development Education. As a User Guide it sets out the steps involved in joining the Code and we hope it will assist you in implementing the Code.**

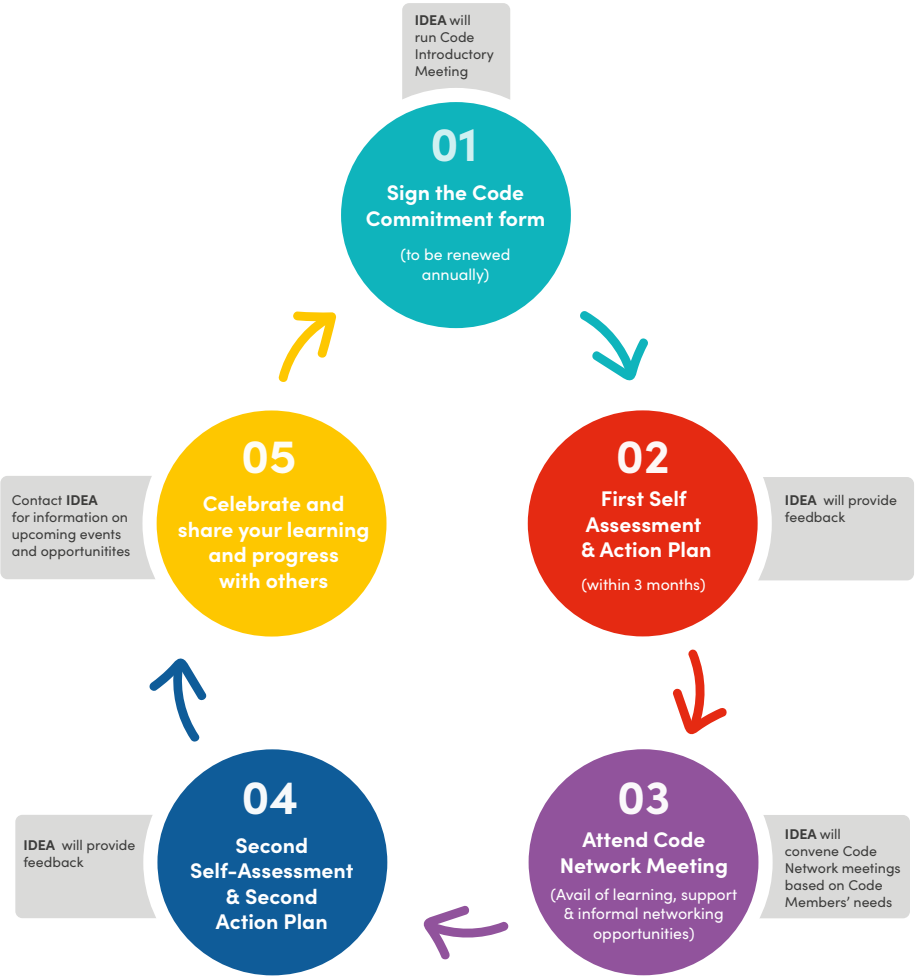
The Irish Development Education Association (IDEA) is the national network for Development Education in Ireland with members involved in the practice, promotion and advancement of Development Education in formal, non-formal and informal settings. A Code of Good Practice for Development Education has been developed by IDEA members who aim to collectively build the quality of Development Education practice in Ireland. Becoming a Code Member offers many benefits, including networking, peer learning, support opportunities, and the space to share your experiences as Development Education practitioners. IDEA's membership is dynamic and diverse, carrying out Development Education in a wide range of contexts, and through a rich variety of approaches. Your Code journey begins with your own good practice in Development Education.

This User Guide accompanies the Code of Good Practice for Development Education. If you are interested in getting involved in the Code, please get in touch with IDEA to learn more. The steps to becoming a Code member are outlined in this User Guide. Code membership involves adhering to three Code commitments. A summary of the learning and support opportunities provided by the Code, and IDEA's role are also included.

Separately, there is a workbook to accompany the Code, which includes a self-assessment workbook and the related action plan template, along with guidance on how to complete them. Code Members can be both organisations and individual practitioners.

Please contact the IDEA team for any questions or support: [code@ideasonline.ie](mailto:code@ideasonline.ie). We look forward to supporting you on your Code cycle!

# The Code Cycle during the first year of Code membership:



# The Code Cycle involves the following steps:



- 1. Become a Code member:** Seek a commitment from your colleagues to commit to this Code journey, either from your whole organisation, or chat it through with a peer if you are an individual practitioner. Ensure that sufficient time and resources are allocated for the work. Sign the 'Code Commitment' form to begin your journey. For organisations, the CEO/Director must be the signatory, and the Board must be informed about it. Please note that while the Code self-assessment process is open to all IDEA members, it is not a condition of membership.
- 2. Complete your Code Self-Assessment and draw up your Code Action Plan:** With your colleagues or a peer, carry out your first self-assessment. Use this to decide which focus areas you will prioritise. You may choose three or four – be realistic about your workload! Focusing on these principles/indicators, draw up your Code action plan. The Code principles are not in any order of priority or to be viewed chronologically. However, we recommend that Code Members consider Principles 1, 2 and 3 as building blocks to quality Development Education. Share your plans with your team/colleagues and IDEA. IDEA will provide feedback on your self-assessment and action plan.
- 3. Avail of support along your journey:** IDEA offers networking and training supports based on members' needs. Opportunities will be provided to link with and learn from other members on how they are working on the Code and their Development Education practice. Contact IDEA for details.



**4. After an agreed period of time, carry out another**

**Self-Assessment:** Once your first action plan is underway, review and complete your self-assessment framework to assess your progress. Discuss this as a team (or with a peer), identifying what is going well and where you may need more work or support. Your findings will inform your next Code action plan which you should draw up now for the next phase of your work. IDEA will provide feedback on your self-assessment and action plan.

- 5. Share and celebrate!** A central value of the Code Cycle is sharing the array of good practice that's happening in the Development Education community. Whatever stage you are at, we will all benefit from sharing the evidence of this good practice as a community. Forums for this will include networking, supporting documentation and training opportunities related to the Code. Contact IDEA for details.



# Code membership

## Membership of the Code involves the following commitments:

1. Sign the Code Commitment form.
2. Carry out the self-assessment process including developing an action plan to be shared with IDEA.
3. Contribute to the Community of Practice for this Code including:
  - Sharing successes and learning with other Code members. IDEA will share the good practice examples highlighted in your feedback letter from IDEA with all Code members and in other Code publications within two weeks of sending your feedback letter unless you explicitly opt-out by contacting [code@ideasonline.ie](mailto:code@ideasonline.ie).
  - Attending at least one Code network meeting annually.

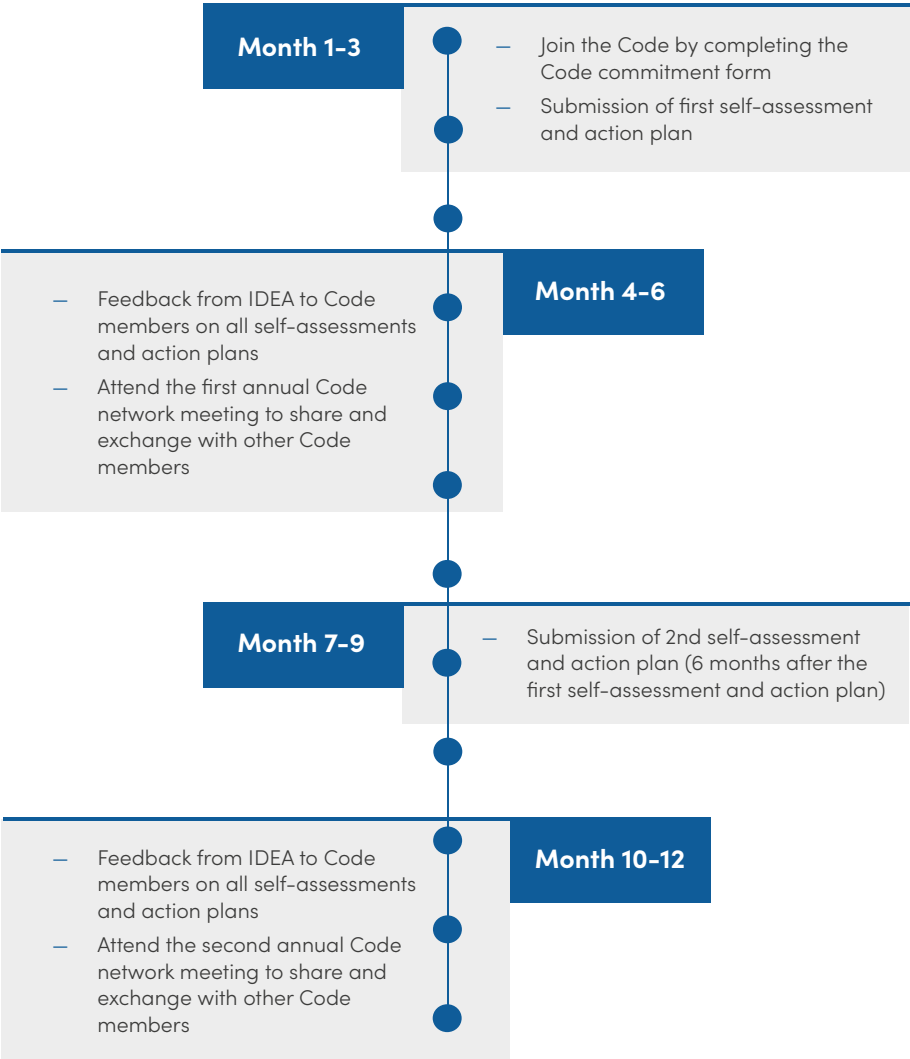
## Code Members can avail of:

- An introductory meeting with IDEA when signing up to the Code.
- Code network meetings supporting needs of Code members.
- Training opportunities based on the Code's principles and processes.
- Ongoing learning and peer support as part of the Code Community of Practice. Opportunities are provided via the IDEA network to meet with peers and share learning on the Code journey.
- Constructive feedback and advice from IDEA on your self-assessments and action plans.
- Space to celebrate and recognise progress made by Code members annually.
- Avail of mentoring during your Code cycle.

For information on upcoming events and available supports, contact IDEA.

**Note:** During the first year as a Code member, Code members will submit their 2nd self-assessment after 6 months. From the second year of implementation, the self-assessment should be completed every 12 months.

# Timeline for first year of Code membership



**Ongoing throughout the year.** IDEA will provide support and training to Code members through our Capacity Development Programme.

# Code Principles and Indicators



## **01 Contribute to KNOWLEDGE in Ireland about global development**

- 1.1** Examine connections between the lives of people in Ireland and globally, as well as other local and global actors.
- 1.2** Critically engage with models of development including dominant and alternative perspectives.
- 1.3** Acknowledge and address bias and subjectivity in our own understanding of global development.



## **04 Encourage CRITICAL THINKING in our exploration of local and global justice issues and seeking of solutions**

- 4.1** Include diverse and challenging perspectives from both local and global contexts.
- 4.2** Enable critical exploration of how global systems work.
- 4.3** Create a safe space for open and respectful dialogue and build confidence in working with controversial issues.



## **02 Explore the ROOT CAUSES of local and global injustices and inequalities in our interdependent world**

- 2.1** Ensure an analysis of the cause and effect of injustices is at the centre of our educational processes, alongside an analysis of what drives global justice.
- 2.2** As practitioners and learners, examine our own roles as global citizens as part of our exploration of the root causes of injustice.
- 2.3** Be responsive to issues of justice and equality in Ireland, and seek to make local global connections.



## **05 Use PARTICIPATORY, CREATIVE approaches in our educational practice**

- 5.1** Use participative methodologies and approaches that place the learners at the centre of our education process.
- 5.2** Continuously and critically reflect on our approach to facilitating learning which reflects our Development Education ethos.
- 5.3** Create a space for learning that is relevant and appropriate for the groups we work with.



## **03 Be explicit about the ETHOS OF DEVELOPMENT EDUCATION – global solidarity, empathy and partnership, and challenging unequal power relations across all issues we work on**

- 3.1** Encourage participants to approach issues as global citizens, building a sense of working together for global change, not solely 'helping others'.
- 3.2** Place critical questioning about power relations at the centre of our education practice, asking 'who gains?' and 'who loses?' in the issues under discussion.
- 3.3** Our engagement with people and communities affected by injustice and inequality is based on equal partnerships which recognise and address power differentials.



## **06 Produce and use QUALITY RESOURCES and MATERIALS, based on continuous learning**

- 6.1** When producing resources, ensure high quality standards by testing and piloting during resource development.
- 6.2** Monitor and evaluate use of resources to understand engagement and associated learning.
- 6.3** Use resources which are up-to-date, accurate and balanced from varied, reliable sources, including from places/communities under discussion where possible.
- 6.4** Address potential bias in materials we use in order to prevent and challenge stereotyping, sensationalism and discrimination against people, situations or places.



**07 Build KNOWLEDGE, SKILLS and ATTITUDES for INFORMED action that is collective in nature**

**7.1** Encourage informed action based on participants' learning and analysis of how their actions can make a positive difference as well as have risks and limitations.

**7.2** Draw on the experience of those affected by the issue and learn from it in designing, and where possible co-creating, the action.

**7.3** Support participants to develop a range of approaches and skills to target relevant audiences in their actions.

**7.4** Take other initiatives into account: consider collaborating with other networks or collective actions working on the same issues, or identify gaps in the current initiatives that the action could address.

**7.5** Link learners with further opportunities to engage in relevant actions beyond our initiative.



**08 IMAGINE and EXPLORE SOLUTIONS for a better world**

**8.1** Actively examine driving forces of global justice and equality.

**8.2** Support participants to imagine and explore more sustainable and fairer ways of living.



**09 Actively and consistently REFLECT and LEARN from our own Development Education practice and participants' feedback**

**9.1** Ensure quality monitoring and evaluation of activities and programmes are in place that are appropriate for our work, and use lessons learned to inform and improve our practice.

**9.2** Share our successes and learning with other Development Education actors to contribute to communities of practice, including for this Code, thereby strengthening our practice.



**10 Have a clear DEVELOPMENT EDUCATION STRATEGY and ACTION PLAN and be clear how it fits into and is supported by our organisation**

**10.1** Have a current Development Education strategy which integrates Development Education into the overall work of the organisation.

**10.2** Commit financial and human resources to Development Education.

**10.3** Provide support for professional development and learning for Development Education.



**11 Reflect the KEY VALUES of Development Education: Equality, diversity, sustainability and human rights, and responsibilities, and challenging unequal and unjust power relations across our work**

**11.1** Act out of an awareness of the importance of diversity and inclusion when recruiting staff, volunteers and external facilitators.

**11.2** Challenge all forms of discrimination within our own organisation and those we work with.

**11.3** Include minority perspectives and world views in our institutional decision-making.

**11.4** Demonstrate a clear commitment to sustainability throughout our organisation's policies and practices.

**11.5** Build understanding of and capacity for anti-oppressive, anti-racist and decolonial practice in the organisation.



**12 ADVOCATE FOR QUALITY DEVELOPMENT EDUCATION for all learners on the island of Ireland which is adequately funded and in line with Sustainable Development Goal target 4.7**

**12.1** Mainstream Development Education within our organisation.

**12.2** Lobby donors and policymakers for adequate, diversified funding and support for quality Development Education including decent work, pay and conditions in the sector.

**12.3** Shape local/national/international policies through engaging in policy processes and contributing to submissions on issues related to Development Education.

# Code Commitment form

**Membership of the Code involves the following commitments:**

1. Sign this Code Commitment form.
  - This must be renewed each year.
  - The CEO must sign the form (for organisational members).
  - The Board must be informed (for organisational members).
  - Where possible, refer to your Code journey on your website and in your communications.
2. Carry out self-assessments and draw up Code action plans.  
Share these with IDEA for feedback.
3. Contribute to the Community of Practice for this Code including:
  - Sharing successes and learning with other Code members. IDEA will share the good practice examples highlighted in your feedback letter from IDEA with all Code members and in other Code publications within two weeks of sending your feedback letter unless you explicitly opt-out by contacting [code@ideasonline.ie](mailto:code@ideasonline.ie).
  - Attending at least one Code network meeting annually.

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**I/We**

*(print name of IDEA member)* **commit to become members of the Code of Good Practice for Development Education.**

**I/We nominate**

*(insert individual(s) name to lead this process)* **If the person involved cannot fulfil certain aspects, I/we will do my best to work with IDEA to complete this process in another way. In this regard, I/we will keep colleagues informed of the work being carried out.**

**Signed by CEO/individual member:**

**Print Name:**

**Date:**

**Signed by IDEA staff:**

# Glossary

**Code Action Plan:** This is designed so that you can plot your ideas for actions over a particular time period. There is a template for your Code action plan in the Code workbook. Your actions should aim to address some of the gaps you may have identified in your self-assessment. It is useful to decide on the potential evidence you will use to demonstrate your work as you write this up.

**Code Commitment Form:** This is the form that IDEA will ask you to sign to demonstrate your commitment to the Code Journey. It signals your intention to fulfil the three commitments and to avail of support and networking opportunities along the way. The three Commitments are: 1. Sign the Code Journey Commitment form. This must be renewed each year. The CEO must sign the form for organisational members; 2. Carry out self-assessments and draw up Code Action Plans annually. Share these with IDEA for feedback; 3. Contribute to the Community of Practice for this Code including sharing successes and learning with other Code members and attending at least one Code network meeting annually.

**Code Cycle:** We are using this term for the process you begin once you sign the Code Commitment form. The cycle is: 1. Commit to the Code Cycle; 2. Complete your Self-Assessment and draw up your Code Action Plan; 3. Avail of support along your journey; 4. Once you have implemented your Code Action Plan, carry out another Self-Assessment; 5. Share and Celebrate! 6. Submit an annual self-assessment and action plan

**Code Member:** An individual practitioner or organisation who has signed the Code Commitment form, and has carried out their first self-assessment and action plan. Current Code members are listed on the IDEA website and renewed annually based on the Code Commitment form and annual self-assessment.

**Code Network Meetings:** There will be two Code Network Meetings each year. They will provide a space for networking, support and training opportunities related to the Code. As part of Code membership, Code Members must attend at least one of these meetings and are welcome to attend both.

**Code Panel:** A panel of experts support IDEA in reviewing and providing feedback on Code members' self-assessment workbooks and action plans, as well as other supporting tasks for the Code. The Code panel members are listed on the IDEA website.

**Code Principles:** There are 12 Principles in total: 9 of the Code's Principles relate to educational practice and 3 to organisational practice. Code members must self-assess under all 12 principles if they are organisations, and under principles 1-9 if they are individual practitioners.

**Code User Guide:** The User Guide (this document) outlines the steps involved in the Code Cycle, including the commitments involved in Code membership. It also provides information on the support structures available and IDEA's role in

supporting the Code of Good Practice for Development Education.

**Development Education:** Development Education (DE) is an educational process which enables people to understand the world around them and to act to transform it. The Code's 12 Core Principles flow from our *Vision for Development Education* in Ireland (IDEA, 2015). IDEA and our members use both terms Development Education and Global Citizenship Education.

**Development Education ethos:** The ethos of Development Education is rooted in our *Vision for Development Education* (IDEA, 2015), and encompasses global solidarity, empathy and partnership and challenging unequal power relations across all issues we work on.

**Development Education Values:** As per the *Vision for Development Education* (IDEA, 2015) we see Development Education as a practice that seeks to bring about positive change, informed by values of equality, diversity, sustainability and human rights, and responsibilities. The Code is rooted in these values.

**Evidence:** Each organisation or practitioner will provide evidence of their own Development Education practice under each of the relevant Principles. This will vary between organisations or practitioners – what is important is that the evidence directly shows how you are working towards the relevant indicator in practice. Your evidence should be a description of your practice, i.e. how you DO Development Education.

## **Feedback from IDEA on your Self-**

**Assessment and Action Plan:** Each Code Member is asked to submit their self-assessment and action plan to IDEA, where they will be treated with confidentiality. IDEA will review these and offer constructive feedback to each Code Member.

**Practice Indicator:** There are 39 Practice Indicators, designed collectively by IDEA members to track progress towards the 12 Principles. The practice indicators are designed to allow flexibility in your Development Education work, while also being robust enough to capture the values of our vision of Development Education.

**Progression:** When the number of principles which you are substantially or fully fulfilling increases, you are seen to have progressed on your Code journey. If you feel your work on a particular principle is challenged for any reason, an explanation will be useful for you and IDEA to understand why – there are often circumstances that can slow progress. This may point to the type of support needed to progress with the Code.

**Self-Assessment Framework:** This is a workbook and tool to assess each Principle within your own practice. Please note that in the overall assessment of the principles, the following categories apply: ► 0 – 25% = minimally ► 25% – 50% = partially ► 50% – 75% = substantially ► 75%+ = fully. Please indicate in which category you self-assess the particular principle at the time that you carry out this assessment. Your own assessment should then inform how you write up your Code action plan. After working through this, the self-assessment tool is used again so that you can review and assess your progress.



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