



# Malpractice and Maladministration Policy

## Introduction

The aim of this policy is to ensure the integrity and credibility of the qualifications offered by Survive and Save Training. Survive and Save Training will ensure the avoidance of malpractice and maladministration in the aspects of registration, delivery, assessment and quality assurance of the qualifications offered through the company

This policy applies, but is not limited to directors of the company, tutors/trainers, assessors, internal verifiers and learners

## Definition of Malpractice and Maladministration

Malpractice is defined as any deliberate or neglectful act which undermines the integrity and validity of assessment and certification of a qualification

Maladministration is defined as any activity or practice which results in unintentional non-compliance with regulations and requirements of the qualifications offered

## Examples of Malpractice and Maladministration

- Failure to maintain and adhere to awarding body/organisation approval criteria
- Failure to carry out delivery, assessment, or quality assurance in accordance with awarding body/organisation requirements
- Failure to adhere to learner registration and certification procedures
- Fraudulent claim for certificates
- Forgery of evidence
- Plagiarism of any nature by learners
- Submission of false or inaccurate information to gain a qualification or unit
- Knowingly giving advice which is misleading or inadequate
- Bias

## Managing Malpractice and Maladministration

1. Survive and Save Training, its employees and learners should be vigilant to potential acts of malpractice or maladministration
2. Where a potential or actual case of malpractice or maladministration is identified it must be immediately notified to the key contact. The following information should be put in writing including appropriate supporting evidence:
  - a. Your name and contact details
  - b. Learner's name
  - c. Course name, venue and dates (if applicable)
  - d. Survive and Save Training employees name and job role - if they are involved
  - e. Details of the suspected or actual malpractice or maladministration
3. Survive and Save Training will appoint someone with no previous involvement with the circumstances of the report. This person will consider and investigate the content of the report and identify any appropriate interventions.
4. The outcomes of the investigation, including the interventions and impact of these, will be recorded and placed on file.
5. If the investigation decides that either malpractice or maladministration has taken place the relevant awarding organisation should be notified immediately.
6. Confidentiality will be maintained throughout this process.



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### Key Contact Details:

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