



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 case of malpractice or maladministration is identified it must be immediately notified to a director of Survive and Save Training. The following information, where applicable, should be put in writing including any supporting evidence:
 - a. Your name and contact details
 - b. Learner's name
 - c. Course name, venue and dates
 - d. Survive and Save Training employees name and job role - if they are involved (including tutors etc)
 - e. Details of the suspected or actual malpractice or maladministration
3. Any potential case of malpractice or maladministration will be reported to the Awarding Organisation as soon as it is reported.
4. Once reviewed by the Awarding Organisation they will advise what further action, if any, is required.
5. Survive and Save Training will cooperate with any investigation required by the Awarding Organisation following the reporting of a potential case of malpractice or maladministration. Anyone directly affected by an investigation will be informed of the process throughout.



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6. Following completion of an investigation and malpractice or maladministration is established, certain conditions may be imposed on those involved. For example, additional training may be required for staff/tutors or additional monitoring, for learners this may mean removal from the course or removal of their certificate.

Contact Details:

The Director
Survive and Save Training Ltd
37 Lankers Drive
North Harrow
Middlesex HA2 7PA
mailto: enquiry@surviveandsave-training.org

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