

Malpractice 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 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 quality assurers and learners

Definition of Malpractice

Malpractice which incorporates maladministration is any act, omission or practice that may:

- compromise the process of assessment, the integrity of any qualification, the validity of a result or certificate; **and/or**
- damages the authority, reputation or credibility of the Awarding Organisation or Survive and Save Training or any of its employees or representative

Examples of Malpractice

- Failure to maintain and adhere to awarding 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 credits towards a qualification
- Knowingly giving advice which is misleading or inadequate
- Bias

Managing Malpractice

1. Survive and Save Training, its employees and learners should be vigilant to potential acts of malpractice.
2. Where a potential case of malpractice 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
3. Any potential case of malpractice will be reported to the Awarding Organisation.
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. 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 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:

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