

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 includes any deliberate actions, neglect, default or other practices that compromise or could compromise:

- The assessment process
- The integrity of a regulated qualification
- The validity of a result or certificate
- The confidentiality of assessment materials

Examples of Malpractice (but not limited to):

Relating to the ATC

- Wrongful claiming of certificates
- Deliberate failure to carry out our IQA and monitoring processes in line with Awarding Organisation requirements
- Persistent insufficient management of administrative processes and record keeping
- Failure to cooperate with an investigation

Relating to ATC Staff

- Excessive direction from assessors to learners during summative assessments
- Breach of confidentiality including personal data and assessment materials
- Deception including manufacturing evidence of assessment or IQA records
- Provision of improper assistance to learners for example permitting reasonable adjustments over and above those permitted by Survive and Save Training and the relevant Awarding Organisation

Relating to Learners

- Plagiarism of any nature by learners
- Collusion with others when an assessment must be completed by individual learners
- Copying from another learner
- The procurement of evidence from a third-party source, including AI generated, which is submitted as the learner's own work
- Use of inappropriate, offence, discriminatory or obscene material in assessment evidence
- Inappropriate behaviour during an assessment that causes disruption to others including shouting and/or aggressive behaviour or language.
- Procurement of evidence from a third party eg learner from another course, friend, AI sourced or generated etc which is submitted as the learner's own work

Definition of Maladministration

Maladministration relates to any administration activity, neglect, default or other practices that do not comply with specified requirement laid out in policies and procedures required for the delivery and management of courses and qualifications

Examples of Maladministration

- Spelling errors when registering learners
- Errors and omissions in course paperwork (eg incomplete assessment decisions, omissions of feedback, unsigned declarations)
- Not adhering to learner registration and certification procedures
- Insufficient evidence and recording of Learner Existence and Eligibility checks
- Incorrect or mistakenly claiming certificates

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.
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.
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:

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

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