

MALPRACTICE & MALADMINISTRATION POLICY

1 – Overview

1.1 – Policy Overview

This policy is intended for learners who are enrolled onto the Academy approved Projecting Success Apprenticeships. It is also intended to inform Projecting Success staff to ensure malpractice and Maladministration is investigated in a consistent manner.

It sets out the steps centres, associated third parties and learners or other personnel must follow when reporting suspected or actual cases of malpractice/maladministration and Projecting Success' responsibility in dealing with such cases. It also sets out the procedural steps Projecting Success will follow when reviewing the cases.

1.2 - Training Providers & Associated Third Party Responsibility

It is important that anyone involved in the management, assessment and quality assurance of Academy 4PM qualifications, and learners, are fully aware of the contents of the policy and that arrangements are in place to prevent and investigate instances of malpractice and maladministration.

2 - Definitions

2.1 Definition of Malpractice

Malpractice is essentially any activity or practice which deliberately contravenes regulations and compromises the integrity of the internal or external assessment process and/or the validity of certificates. It covers any deliberate actions, neglect, default or other practice that compromises, or could compromise:

- The assessment process.
- The integrity of a regulated qualification.
- The validity of a result or certificate.
- The reputation and credibility of Academy 4PM.
- The qualification or the wider qualifications community.

Malpractice may include a range of issues from the failure to maintain appropriate records or systems to the deliberate falsification of records in order to claim certificates.

For the purpose of this policy this term also covers misconduct and forms of unnecessary discrimination or bias towards certain or groups of learners.

2.2 - Definition of Maladministration

Maladministration is essentially any activity or practice which results in non-compliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration (e.g. within a training provider, inappropriate learner records).

3 - Procedure

3.1 – Identifying Malpractice & Maladministration

Malpractice or maladministration may be identified through a number of different means, such as through staff, apprentices, external awarding/end point assessment organisations or members of the public. Projecting Success does not tolerate actions or attempted actions of malpractice.

3.2 - Process for Reporting an Event of Malpractice or Maladministration

Anybody who identifies or is made aware of suspected or actual cases of malpractice or maladministration at any time must immediately notify Projecting Success.

If a training provider has conducted an initial investigation prior to formally notifying Projecting Success, the training provider should ensure that staff involved in the initial investigation are competent and have no personal interest in the outcome of the investigation. However, it is important to note that in all instances the training provider must immediately notify Projecting Success if malpractice is suspected or maladministration has occurred as Projecting Success have a responsibility to the regulatory authorities to ensure that all investigations are carried out rigorously and effectively.

In all cases of suspected malpractice and maladministration reported, Projecting Success will protect the identity of the 'informant' in accordance with our duty of confidentiality and/or any other legal duty.

Version History				
Date	Version	Details of Change	Revision By	QA
24/03/2023	6	<ul style="list-style-type: none"> - Added Section 3.1 - Improved layout - Added Version Control 		