

# Malpractice and Maladministration Policy

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## Scope

This policy applies to Inspiring Leaders as a provider of regulated qualifications (e.g. NPQs, VRQs, NVQs, SVQs), endorsed and development programmes and other non-regulated products (e.g. IQUALS, FAMP).

The policy provides definition and examples of Malpractice and Maladministration which may occur in connection with Inspiring Leaders or learners. The process for preventing, investigating and dealing with Malpractice and Maladministration is described.

All suspected or alleged instances of malpractice or maladministration must be reported directly to The Board of Directors. Where maladministration or malpractice is in relation to regulated qualifications, the awarding body will be notified.

## Definition

### 1) Definition – Malpractice (by Inspiring Leaders)

Malpractice is any activity or practice which deliberately contravenes procedures and regulations. It means that there are serious concerns about the integrity of the assessment or the validity of certificates we take it very seriously.

Examples of malpractice:

- Deliberate misuse of the IL logo by the centre/provider
- Contravention of examination regulations by the centre/provider
- Falsification of documents.

### 2) Definition – Malpractice (by learners)

Malpractice is any activity or practice which deliberately contravenes procedures and regulations. It means that there are serious concerns about the integrity of the assessment or the validity of certificates we take it very seriously.

Examples of malpractice:

- Cheating of any nature by learners, including plagiarism
- Deliberate misuse of the Inspiring Leaders logo (or those of an awarding body or external organisation) by the learner
- Contravention of examination regulations by the learner
- Repeated maladministration (normally three consecutive incidents).

For specific guidance on plagiarism and cheating please see the Plagiarism & Cheating Policy.

### 3) Definition – Maladministration

Maladministration is an activity or practice which results in non-compliance with regulations, but it's normally the result of a genuine mistake rather than any deliberate plan to gain an unfair advantage. Where Inspiring Leaders or a learner repeatedly makes mistakes then this would eventually constitute Malpractice (see Definition of Malpractice)

Examples of maladministration:

- Late registration of learners with an awarding body
- Claiming certification for incorrect units

Centres, providers and learners should take all reasonable steps to prevent malpractice and/or maladministration from occurring throughout the development, delivery and assessment of qualifications and programmes.

For more general concerns or complaints please see the Complaints Policy and Appeals Policy.

## Process

Having a Malpractice and Maladministration Policy is a regulatory requirement. Inspiring Leaders must ensure that our staff and our learners understand malpractice and maladministration and the associated consequences. Please familiarise yourself with this policy and raise any concerns or queries with Inspiring Leaders staff / colleagues / management.

You must report all suspected or alleged cases of malpractice or maladministration straight away to Inspiring Leaders: [info@inspiringleaderstoday.com](mailto:info@inspiringleaderstoday.com).

Where the malpractice or maladministration relates to regulated qualifications the awarding body will also be notified in accordance with their Malpractice and Maladministration Policy.

The external organisation may assign an independent investigator to review and respond to the alleged / actual malpractice and/or maladministration.

In cases where breaches have occurred due to maladministration rather than malpractice, the matter will be referred to the External Verifier to agree action to prevent any future occurrences.

Outcomes and actions / sanctions, if any, will be reported to Inspiring Leaders by the external organisation and External Verifiers / Quality Assurance staff within the external organisation as appropriate and in accordance with their policy.

## Action

Inspiring Leaders will convene a Quality Regulatory Group to oversee the investigation process and will ratify the outcome. The Group will consist of staff not related to the alleged malpractice and / or maladministration. The Group will also include representatives not employed by Inspiring Leaders to ensure transparency and objectivity.

If the investigation confirms that malpractice has taken place, dependant on the gravity and scope, one or more of the following actions will be taken:

- Disallowing all or part of a learner/s assessment evidence or marks
- Withdrawal from studies
- Disciplinary action
- Issuing of an action plan, monitoring and / or a learning mentor

Where the malpractice and / or maladministration relates to a regulated qualification, the awarding organisation may take one or more of the following actions:

- The learner/s certificates will not be issued, or previously issued invalid certificates for that learner/s will be withdrawn
- No further registrations will be accepted for the learner/s
- Our centre or provider risk rating will be reviewed which could lead to the suspension of registrations, suspension of certification or suspension of centre approval and/or qualification approval
- A report will be made to the relevant regulatory bodies and may be shared with other awarding organisations and/or other agencies such as funding bodies or the police
- Membership of professional bodies may be withdrawn for the learner/s
- Corporate or individual tutor membership may be withdrawn

If you wish to appeal against our decision to take action as recommended in the investigation report, please refer to the Appeals Policy. If the appeal relates to the actions taken by an awarding body the appeal would need to be directed to the awarding organisation in accordance with their Appeals Policy.