



Malpractice Policy

What is Malpractice?

Malpractice is defined as any actions that undermine the integrity of the qualification. Examples of malpractice by the company may include:

- Failure to meet award approval requirements
- Failure to comply with Awarding Body procedures for learner registration and certification
- Failure to follow agreed procedures for the assessment or Internal Verification of QCF learners
- Claiming certification for non-active learners
- Claiming for fictitious learners
- Claiming a certificate for learners who have not undergone appropriate assessment or completed the assessment process
- Failure to keep assessment materials secure
- Offering excessive amounts of help in producing assessed work
- Using falsified witness testimonies
- Allowing learners to include evidence that assessors know is not the learners work
- Changing/falsifying evidence records or certificates
- Claiming QCF certification without the agreement of the External Quality Assurer

Examples of malpractice by the learner may include:

- Plagiarism including copying or falsifying work from other sources claiming it as own evidence.
- Pretending to be someone else
- Falsifying or altering witness testimonies

- Claiming group work as individual work without explaining own contributions
- Fabricating evidence assessment records
- Changing assessment records

AC Training seeks to ensure the complete integrity of the assessment, internal verification, and certification processes. Where the Company has reasonable grounds to doubt the integrity of the assessment process for QCFs this policy and procedure apply.

AC Training has procedures in place to deal with malpractice on the part of learners and employees. Any allegation of employee malpractice will be dealt with through the Company's disciplinary procedure pending the outcome of the investigation.

Allegations of learner malpractice will be dealt with as follows:

1. Any suspicions and or allegations of malpractice will be reported the Awarding Organisation immediately
2. The learner has the right to report any suspicions direct to the Awarding Organisation via their Whistleblowing Policy.
3. Coaches must notify the Head of Quality in writing of any suspicion of malpractice on the part of the learner.
4. The Head of Quality in will carry out a full investigation with the learner and will notify the employer. Wherever possible, this must be completed in 8 working days
5. During the investigation, no claims will be made for any award or units for the learner.
6. If the allegation is proven, the learner will be removed from the programme and no certificates will be claimed. This will be confirmed in writing to the learner, the employer, and the awarding body.
7. If the allegations are not proven, this will be confirmed in writing to the learner and employer, and the learner will resume on programme.

Appeals

Learners may appeal against the outcome of the investigation within 5 working days -See Appeals Procedure.

Centre Responsibility

The Company expects all staff to co-operate fully with any investigations into malpractice. In cases of suspected malpractice by learners, Skills Coaches should make learners aware that their results may be void if the case is proven.

Skills Coaches who identify suspected cases of irregularity or malpractice must immediately report their findings in writing with supported evidence.

The Company requires its staff to report to it any malpractice suspected after learners have been registered, making clear any possible implications of a failure to co-operate for the issue of certificates and the future acceptance of entries.

The Company will ensure that all staff and Awarding Bodies receive copies of this document 'Malpractice Policy and Procedure. The Company will carry out a full investigation of any allegations of malpractice and provide a comprehensive report to the relevant parties.

The Company will inform relevant Awarding Bodies whenever it finds evidence that certificates may be invalid and agree appropriate remedial action with them.

Review

The policy will be reviewed annually.

LAST REVIEWED: 16 Oct 2023