



Malpractice & Maladministration Policy

| Version 1.5 |

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1. Introduction

1.1 Staff Power Training (SPT) is committed to upholding the integrity of the qualifications and assessments we provide. This policy outlines our procedures for preventing, identifying, investigating, and addressing any instances of malpractice or maladministration by learners, staff, or other stakeholders.

1.2 We are dedicated to ensuring fairness and transparency for all our learners and maintaining the high standards set by the relevant regulatory bodies, including Ofqual.

1.3 This policy applies to everyone involved in the delivery, assessment, and quality assurance of our courses and qualifications.

2. Scope

2.1 This policy applies to:

- *All learners registered with SPT.*
- *All staff (permanent, temporary, and contracted) of SPT.*
- *Any external stakeholders involved in our training and assessment processes.*

2.2 The policy covers all qualifications and accredited and non-accredited courses offered by SPT.

3. Defining Malpractice and Maladministration

3.1 Malpractice

Malpractice is any deliberate act or omission that compromises or threatens to compromise the integrity of an assessment or the validity of a qualification. This includes, but is not limited to:

- *Plagiarism: Submitting work that is not the learner's own without proper attribution.*
- *Collusion: Working with others on an assessment that should be completed individually.*
- *Impersonation: Arranging for another person to take an assessment on a learner's behalf.*
- *Cheating: Using unauthorised materials or aids during an assessment.*
- *Fabrication of Evidence: Creating false evidence of competence.*
- *Staff Malpractice: Providing improper assistance to learners, falsifying records, or failing to adhere to assessment regulations.*

3.2 Maladministration

Maladministration is any activity or practice that results in non-compliance with administrative regulations and requirements. This is often unintentional and can include:

- *Failure to register learners with the awarding organisation in a timely manner.*
- *Inaccurate or insecure storage of learner records and assessment materials.*
- *Failure to adhere to the requirements of our reasonable adjustments and special considerations policy.*

- *Not providing learners with appropriate information about their assessments.*
- *Persistent errors in administrative procedures.*

4. Roles and Responsibilities

4.1 SPT is responsible for:

- *Minimising both staff and learner malpractice and maladministration at all times.*
- *Ensuring this policy is accessible and understood by all staff and learners.*
- *Providing regular training to staff on their responsibilities in preventing and identifying malpractice and maladministration.*
- *Investigating all suspected incidents promptly and thoroughly.*
- *Taking appropriate and proportionate action in all confirmed cases.*
- *Reporting relevant cases to the appropriate awarding and regulatory bodies.*

4.2 Staff are responsible for:

- *Familiarising themselves with this policy.*
- *Ensuring learners are made fully aware of malpractice during course inductions.*
- *Being vigilant in their duties to prevent and identify potential malpractice or maladministration.*
- *Using plagiarism software where applicable.*
- *Reporting any suspicions to the Quality Assurance Manager without delay.*

4.3 Learners are responsible for:

- *Reading and understanding this policy.*
- *Ensuring all work submitted for assessment is their own.*
- *Adhering to the rules and regulations of their course and assessments.*

5. Reporting Suspected Malpractice or Maladministration

5.1 Any individual who suspects that malpractice or maladministration has occurred must report their concerns to the Head of Quality & Curriculum as soon as possible.

5.2 Reports should be made in writing (email is acceptable) and should include:

- *The name(s) of the individual(s) involved.*
- *The course or qualification affected.*
- *The date and time of the suspected incident.*
- *A detailed description of the suspected malpractice or maladministration.*
- *Any available evidence to support the allegation.*

5.3 Confidentiality will be maintained as far as possible, but those reporting concerns should be aware that their identity may need to be disclosed during the investigation.

5.4 Contact for reporting:

Head of Quality & Curriculum

Staff Power Training
Mackies Corner
106 High Street West
Sunderland
SR1 1TX

Email: quality@staffpowertraining.com

6. Investigation Process

6.1 Upon receipt of a report, the Head of Quality & Curriculum will:

- **Acknowledge receipt** of the allegation within 5 working days.
- **Conduct an initial assessment** to determine if there is sufficient evidence to proceed with a full investigation.
- **Inform the individual(s)** concerned of the allegation against them and provide them with an opportunity to respond.
- **Appoint an investigator** who has no personal interest in the outcome of the investigation.
- **Gather evidence**, which may include interviewing witnesses, reviewing assessment materials, and examining records.
- **Produce a detailed report** of the investigation's findings.
- **Make a decision** on whether malpractice or maladministration has occurred.
- **Inform all relevant parties** of the outcome and any sanctions to be applied.

6.2 SPT aim to complete all investigations within 20 working days. If the investigation is likely to take longer, all parties will be informed of the delay and the reasons for it.

7. Sanctions and Appeals

7.1 Where a case of malpractice or maladministration is upheld, SPT will impose sanctions. The sanction applied will be proportionate to the nature and severity of the offence.

7.2 Possible sanctions for learners include:

- *A written warning.*
- *Disqualification from the assessment or unit.*
- *Disqualification from the entire qualification.*
- *Being barred from future registrations with SPT.*

7.3 Possible sanctions for staff include:

- *A written warning.*
- *A requirement for further training.*
- *Suspension from assessment or verification duties.*
- *Disciplinary action in line with our staff disciplinary procedures, which may include dismissal.*

7.4 Individuals who have a sanction imposed upon them have the right to appeal. All appeals must be submitted in writing to the Head of Quality & Curriculum within 10 working days of the sanction being communicated. The appeals process will be fair and transparent.

8. Policy Review

8.1 This policy will be reviewed annually, or more frequently if there are significant changes in legislation, working practices, or following any incidents.