

Policy on Malpractice and Maladministration

Introduction:

This policy outlines the guidelines and procedures for addressing instances of malpractice and maladministration within Trained Academy LTD. It aims to maintain the integrity, fairness, and credibility of educational processes, assessments, and administrative practices in alignment with the requirements of awarding organisations.

Definitions:

- **Malpractice:** Any dishonest or unethical behaviour that undermines the integrity and fairness of educational processes and assessments. This includes, but is not limited to, cheating, plagiarism, collusion, falsifying data, impersonation, and unauthorised assistance during examinations or assessments.
- **Maladministration:** Administrative errors or failures that result in unfairness or harm to individuals or the education system. This includes mistakes in handling assessments, inadequate supervision or invigilation during exams, mishandling of coursework, data breaches, or mismanagement of educational resources.

Responsibilities of Staff:

All staff members are responsible for upholding the principles of this policy and ensuring compliance with the awarding organisation's requirements regarding malpractice and maladministration. Staff should familiarise themselves with the guidelines and procedures outlined in this policy and will receive appropriate training on identifying and addressing instances of malpractice and maladministration.

Reporting and Recording:

Staff members who witness or suspect instances of malpractice or maladministration should promptly report the matter to the designated authority within Trained Academy LTD. Reports should include a clear description of the incident, supporting evidence (if available), and the identities of individuals involved, if known. Staff members should use the designated reporting channels specified by Trained Academy LTD, ensuring confidentiality and anonymity where necessary and appropriate. Tutors who identify malpractice should report any incidents to Paula Litherland immediately as the Lead IQA, who will follow the correct pathways to dealing with the issue.

Investigation and Communication with UK Awarding Organisation:

Trained Academy LTD will promptly inform the awarding organisation in accordance with their reporting requirements about suspected or proven malpractice and/or maladministration. Trained Academy LTD will initiate a thorough investigation into the alleged malpractice or maladministration, the investigation will involve gathering evidence,



interviewing relevant parties, and maintaining transparency and fairness throughout the process. Communication with the awarding organisation should include a comprehensive report of the incident, including details of the investigation, findings, and any actions taken.

Record Keeping:

Trained Academy LTD will maintain accurate and secure records of all reported incidents of malpractice and maladministration, including investigation reports, supporting evidence, and any resulting actions taken. Records should be retained for the duration specified by the awarding organisation and in accordance with relevant data protection regulations.

Disciplinary Measures and Sanctions:

Trained Academy LTD will implement appropriate disciplinary measures and sanctions for individuals found guilty of malpractice or involved in maladministration, in line with the guidelines and regulations set by the awarding organisation. Disciplinary actions may include warnings, academic penalties, suspension, expulsion, or legal action, as determined by the severity of the offense and the policies of the awarding organisation. All disciplinary measures will adhere to principles of natural justice, providing any accused individuals an opportunity to present evidence, respond to allegations, and participate in a fair hearing.

Review and Improvement:

Trained Academy LTD will regularly review and evaluate the effectiveness of this policy in preventing, detecting, and addressing malpractice and maladministration. Feedback from staff members, students, and relevant stakeholders will be sought to identify areas for improvement and implement necessary changes to the policy and procedures.

Communication and Training:

Trained Academy LTD will ensure that all staff members are aware of this policy, its associated procedures, and any updates or revisions. Staff members involved in the implementation of this policy will receive appropriate training and guidance on identifying, reporting, and addressing instances of malpractice and maladministration.

Contact us

If you have any queries about the contents of the policy, please contact our support team on:
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