



**ENABLE**

The Voluntary and Community Sector  
Learning and Skills Consortium

# **Malpractice and Maladministration Procedure**

## Change History

<b>First Published:</b>		28/10/2008	<b>Originally Created by:</b>	Accreditation Lead
<b>Person Responsible for Policy:</b>		Enable CEO		
<b>Date of Review</b>	<b>Reviewed by</b>	<b>Policy changes</b>	<b>Approved by</b>	<b>Date of next review</b>
19 Feb 2018	Standards Officer	Changes to job titles to reflect new organisational restructure.  Small changes to wording and referencing	Operations Manager	24 July 2018
21/04/2020	SMT	No Changes	CEO	21/04/2021

Malpractice and/or Maladministration consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and the authority of those responsible for conducting assessment and certification.

Enable does not tolerate actions (or attempted actions) of malpractice and/or maladministration by learners or by staff, in connection with any awarding body qualification.

Awarding bodies may impose penalties and/or sanctions on learners or centres where incidents (or attempted incidents) of malpractice and/or maladministration have been proven.

### Responsibilities:

**Learner** – Ensure their work is their own

**Tutor** – Ensure all policies and procedures regarding assessment are followed.

**IQA**- Ensure all policies and procedures regarding assessment are followed by apprenticeship tutor through observation and documentation.

**Standards Officer** - Support the IQA and ensure quality standards are in place

**Awarding body** – Provide guidance and support to the centre

### Procedure

If learner Malpractice/Maladministration is identified:

- The apprenticeship tutor will investigate and resolve any issues with the learner.
- If the apprenticeship tutor does not identify or manage to resolve the malpractice, the IQA will talk to the apprenticeship tutor and agree a decision on how to deal with the situation in an agreed time frame.
- If a decision can not be made the IQA will speak to the Standards Officer and Apprenticeship Contract Manager and an action will be agreed.
- The apprenticeship tutor and learner will be informed of the decision made and/or sanctions will be set depending on the severity of the outcome; to be completed in an agreed time frame.

If Assessor Malpractice/Maladministration is identified:

- The IQA will talk to the Standards Office and Apprenticeship Contract Manager and a decision will be made on the appropriate way to deal with the situation and action that may need to be taken.
- A meeting will be arranged with the IQA and appropriate person.
- Actions and/or sanctions will be put into place, depending on the severity of the outcome; to be carried out in a specific timescale.
- This will be reviewed by the IQA and relevant Enable staff and information will be passed to the relevant staff members involved.

If Malpractice/Maladministration is discovered by the awarding body:

- The awarding bodies procedure will be followed.
- The Head of the Centre and all relevant personnel will provide the required support for the awarding body investigation.

**Related Documents**

Malpractice and Maladministration Policy

**Signed:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_