



**ENABLE**

The Voluntary and Community Sector  
Learning and Skills Consortium

# **Malpractice and Maladministration Policy**

**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>
16 Feb 2018	Standards Officer	Changes to job titles to reflect new organisational restructure.  Small changes to wording and referencing	Operations Manager	27 July 2018
27/07/2019	SMT	No Changes	CEO	27/07/2020
21/04/2020	SMT	No Changes	CEO	21/04/2021

**Strategic Commitment**

Enable is committed to fair and appropriate assessment of learners to ensure integrity and validation of all assessments that are undertaken.

**Purpose**

To ensure fair and consistent assessment practices for all learners, across a range of voluntary sector organisations.

**Policy**

Malpractice 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.

The organisation does not tolerate actions (or attempted actions) of malpractice 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 have been proven.

**Learner malpractice may include:**

- Plagiarism by copying and passing off, as the learner's own, all or part of another person's work, of any kind and, in particular, items from a website, without the originator's permission and without appropriately acknowledging the source
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work. Teamwork is valuable and an essential key skill in many sectors and must be evidenced appropriately
- Impersonation, by pretending to be someone else
- Failing to abide by the instructions or advice of an apprenticeship tutor or awarding body regulations
- Misuse of assessment material
- The alteration of any results document, including certificates

**Apprenticeship Tutor & Enable staff malpractice may include:**

- Alteration of the awarding body's assessment and grading criteria
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's portfolio

- Producing falsified witness statements, for example for evidence the learner has not generated
- Misusing the conditions for Reasonable Adjustments or Special Considerations such that the support has the potential to influence the outcome of the assessment
  
- Failing to keep learner computer files secure
- Falsifying records/certificates, for example by alteration, substitution or fraud
- Fraudulent certificate claims, by claiming for a certificate prior to the learner completing all the requirements of assessment
- Maladministration, by failing to keep the required records and documents and failing to adhere to awarding body administrative procedures

**It will be expected that Apprenticeship Tutors, IQAs and Enable staff follow the Malpractice Procedure.**

**Implementation**

1. The policy will be reviewed and discussed with all existing organisations and new organisations during their initial visit.
2. The policy will be displayed on Enable's website.

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

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

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