

# Strive Training

# Malpractice Policy

# V11

## Definition

Strive Training defines Malpractice as any deliberate activity, neglect, default or other practice that compromises the integrity of the assessment process, and /or the validity of certificates. Malpractice may include a range of issues, from the failure to maintain appropriate records or systems to the deliberate falsification of records in order to claim certificates.

## Consequences for Learners

Any report that suggests reasonable grounds for suspicion that a learner has committed or attempted to commit malpractice will be thoroughly investigated by the centre. Situations where a learner is strongly suspected will be reported to the awarding body. Learners should be aware that awarding bodies will contact police authorities in serious cases and consider prosecution. Also, credits and certificates previously achieved may be withdrawn and details of the offence may be passed to other awarding bodies.

Learners who have been found to have committed malpractice following investigations will be withdrawn from the course and may be excluded from future enrolments on the course at this centre.

## Consequences for Staff

Any report that suggests reasonable grounds for suspicion that a member of staff has committed or attempted to commit malpractice will be thoroughly investigated by the centre. Situations where a staff member is strongly suspected will be reported to the awarding body. Staff should be aware that awarding bodies might contact police authorities in serious cases and consider prosecution.

Staff found to have committed malpractice following investigation will be withdrawn from teaching that course, and will be the subject of a disciplinary hearing, which may result in dismissal.

## Policy for Prevention

In order to reduce the likelihood of Malpractice occurring at this centre the following is carried out:

1. Information clearly explaining the possible consequences of the malpractice will be raised with learners as part of the course ground rules raised at the start of each course, and with tutor assessors as part of their induction/briefing prior to teaching on behalf of this centre.
2. Assessors will only use material produced at home by learners for formal assessment at a point in the course when the style and capacity of the individual learners has become known to the assessor, so that any anomalies in the level or style of working by a given learner can be readily picked up by the assessor.
3. Staff engaged in assessment must all contribute and be part of regular Internal Verification and Standardization events, where samples of assessed work are seen by more than one staff member/assessor or otherwise not chosen by the original assessor.

Version	Description of changes	Date	Auth	Appr.
V11	Review document	01/08/21	KF	JP