

## Somerset Centre for Integrated Learning Malpractice and Maladministration Policy and Procedure

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Date(s) of review(s)	Reviewed by	Date of next review
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**Process for monitoring and evaluation.** Monitoring by Management Team with outcomes recorded in notes of meetings and periodic evaluation and review by Management Board.

This Policy has been developed by Somerset Centre for Integrated Learning (SCIL), the training arm for Support Services for Education (SSE) part of Somerset County Council.

All training programmes have a commitment to providing a supportive learning environment which enables all Students, Apprentices, Learners and Trainees (SALTs) who have chosen to study with SCIL to achieve their full potential.

## **Introduction**

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding malpractice or maladministration.

## **Malpractice**

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice, this list is not exhaustive:

- Tampering with candidates work prior to external moderation/verification
- Assisting candidates with the production of work outside of the awarding organisation guidance
- Fabricating assessment and/or internal verification records or authentication statements
- Cheating of any nature by learners including plagiarism
- Deliberate misuse of the awarding organisation logo

## **Maladministration**

Is any activity, practice or omission which results in centre or learner non-compliance with administration regulations and requirements e.g. persistent mistakes or failure to keep appropriate learner records.

## **Malpractice and Maladministration Procedure**

Investigations into allegations will be coordinated by the relevant Programme Manager with support from, the Service Manager at SCIL, who will ensure the initial investigation is carried out within ten working days. SCIL will refer to the Joint Council for Qualifications (JCQ) 'Suspected Malpractice policies and procedures' during all stages. [Malpractice - JCQ Joint Council for Qualifications](#)

The investigation will involve establishing the full facts and circumstances of any alleged malpractice or maladministration. It should not be assumed that because an allegation has been made, it is true. Where appropriate, the individual concerned, and any potential witnesses will be interviewed, and their version of events recorded on paper.

The individual will be:

- informed in writing of the allegation made against him or her
- informed what evidence there is to support the allegation
- informed of the possible consequences, should malpractice be proven
- given the opportunity to consider their response to the allegations
- given the opportunity to submit a written statement
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)
- informed of the applicable appeals procedure, should a decision be made against him/her
- informed that information relating to a suspected case of malpractice/maladministration will be shared with the relevant awarding organisation in line with their policies. **City and Guilds/ILM** – SCIL are required to report any suspicion of malpractice or maladministration to the Investigation and Compliance team within 10 working days, prior to commencement of an internal investigation.  
**NCFE** – SCIL must complete the relevant Notification of Maladministration form via QualHub immediately after being made aware of a potential case of malpractice or maladministration. [Malpractice and maladministration | NCFE](#)

### **Awareness of Malpractice and Maladministration**

SCIL makes the importance of avoiding malpractice and maladministration clear to SALTs and staff. SALTs have inductions at the start of training programmes which cover plagiarism and any fraudulent activity. Staff have robust induction programmes and are mentored when they join the SCIL Study Centre team to ensure that all assessment decisions meet Awarding Organisation standards. Administration Staff are aware of the requirements to keep appropriate learner records. As part of annual CPD requirements, staff must read relevant policies around this area (such as JCQ Malpractice policy) to refresh their knowledge and understanding.