



STUBBING COURT TRAINING LTD.

Ashgate Cottage, Ashgate Road, Chesterfield, Derbyshire S42 7JE

Tel: 07894 049 647

www.stubbingcourtraining.com

e-mail: info@stubbingcourtraining.com

Whistleblowing / Malpractice and Maladministration Policy

Designated Malpractice/Maladministration Officer: Miss F C Belinda Turner MBE

Stubbing Court Training Ltd. is committed to providing excellent services through their learning environments and by eliminating any suspected malpractice and maladministration in the management of our organisation and in the delivery of qualifications. SCT aims to promote accountability and to encourage the openness to disclose any allegations of malpractice and maladministration in the workplace.

The Head of Centre is responsible for ensuring that this policy is published, implemented and accessible to all personnel, learners and any relevant third parties; and that any amendments to the policy are communicated to relevant parties.

Objectives

The key objective of this policy is to mitigate and/or manage any adverse effects that could arise from malpractice/maladministration. Examples of malpractice or maladministration may include:

- a learner committing plagiarism by copying and passing off the whole or part(s) of another person's work, with or without the originator's permission and without appropriately acknowledging the source.
- failing to comply with the assessor's/invigilator's instructions and/or City & Guilds / Sheldrake Training qualification's regulations in relation to the assessment.
- misusing assessment material.
- impersonating others by pretending to be someone else, in order to produce the work for another, or arranging for another to take one's place in an assessment.
- misusing the access arrangements via reasonable adjustments or special considerations with the aim of influencing the outcome of the assessment.
- failing to comply with qualification, assessment and qualification conditions and regulations.
- behaving in such a way as to undermine the integrity of the assessment.
- fabricating and/or altering results and/or evidence, documents and fraudulent claiming of certificates.

Definitions

Malpractice is defined as any **deliberate** activity, neglect, default or other practice that is unethical or unlawful, which breaches regulations and which compromises the integrity of our organisational statuses, financial stability, reputation, the reputation of our stakeholders and the qualifications and related assessments we are approved to deliver.

Maladministration is any activity which is **not deliberate**, but which neglects, defaults on regulation, conditions placed upon us by awarding organisations or compromises the integrity of our organisational statuses, financial stability, reputation, the reputation of our stakeholders and the qualifications and related assessments we are approved to deliver. This includes accidental non-compliance with any centre policy, procedure or guidance.

In the event of an accusation of Malpractice by the Malpractice Officer please refer to Ofsted CIE@ofsted.gov.uk or call 0300 123 4666.

Allegations of malpractice/maladministration should be reported to the Designated Malpractice/Maladministration Officer Belinda Turner by completing the Malpractice/Maladministration Allegation Report Form