

Malpractice Policy

Policy Statement

This policy has been written in line with the awarding body guidelines and will be reviewed annually.

Aim

The malpractice policy aims to:

- Identify and minimise the risk of malpractice by staff or learners.
- To respond to any incident of alleged malpractice promptly and objectively.
- To standardise and record any investigation of malpractice to ensure openness and fairness.
- To impose appropriate penalties or sanctions on learners or staff where incidents (or attempted/suspected incidents) of malpractice occur.
- Protect the integrity of the qualification and the centre.

In order to do this, we will:

- Make all reasonable attempts to avoid malpractice by bringing the malpractice policy to the learners' attention, along with the penalties for attempted and actual instances of malpractice.
- Show learners how to properly cite text or material from other websites or information sources.
- Ask learners to declare all work as their own.
- Rigorously investigate any allegations of malpractice supported by all parties involved.

Definition of malpractice by learners

(This list is not exhaustive, and any relevant instances will be considered at our discretion.)

- Plagiarism of any nature.
- Passing another learner's work as their own.
- Destruction of another learner's work deliberately.
- Falsifying evidence.
- False declaration of the authenticity of work, portfolio, or evidence.
- Pretending to be someone else in order to produce work or arranging for someone else to take one's place in any assessment examination or test.

Definition of malpractice by staff

(This list is not exhaustive, and any relevant instances will be considered at our discretion).

- Improper assistance offered to learners.
- Inventing or falsely changing marks or assessment decisions being made without justified evidence.
- Failure to keep work secure.
- Fraudulent certificate claims.
- Inappropriate retention of certificates.
- Falsifying records or evidence.
- Facilitating or allowing impersonation.
- Falsifying records or certificates.
- Fraudulently claiming certificates before a learner has completed the work.

Where malpractice is suspected in cases of staff this will be investigated by OnBoarding Group Limited and will follow the disciplinary process.

Where malpractice is proven in cases of learners they may be withdrawn from the course, depending on the severity and circumstances of the incident.

This policy will be reviewed annually by the Management Team.