

Grounds Training Policy

Malpractice and Maladministration

Malpractice can be defined as any activity or practice which deliberately contravenes regulations and compromises the integrity of the internal or external assessment process and/or the validity of certificates.

It covers any deliberate actions, neglect, default or other practice that compromises, or could compromise:

- » The assessment process,
- » The integrity of a qualification,
- » The validity of a result or certificate,
- » The reputation and credibility of Grounds Training
- » The reputation and credibility of our associate freelance Instructors and Assessors
- » The qualification or the wider qualifications community

Maladministration is any activity or practice which results in non-compliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration within a centre (e.g. inappropriate learner records).

Typical examples of malpractice and maladministration are:

- » Falsifying records
- » Pretending to be someone else
- » Selling or otherwise misusing skills identity cards
- » Cheating during an assessment
- » Giving deliberately misleading information
- » Failing to carry out assessments as required; cutting short tests or giving learners answers to tests
- » Loss or theft of test papers or portfolios, including copying or plagiarising of assessment materials
- » Making changes to assessment materials without prior approval from Lantra
- » Failing to carry out adequate internal quality assurance
- » Submitting false claims
- » Failing to co-operate with quality assurance checks
- » Misusing the Lantra logo or materials
- » Copying Lantra materials
- » Amending test papers after the end of the test
- » Registering learners for the wrong qualifications

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Complaints about Malpractice or Maladministration should be made in writing to:

The Training Manager
 Grounds Training
 Allscott Park
 Allscott
 Telford
 TF6 5DY

Receipt of the complaint will be acknowledged within two working days of receipt.

Grounds Training will investigate the incident and will decide whether Lantra need to be informed. If this is the case, Grounds Training will cooperate fully and openly with Lantra.

Any individuals accused of malpractice or maladministration have the right to appeal against the accusation within five working days of the accusation being made in writing.

If it is felt, following the upholding of an appeal, that action is required to prevent a similar complaint arising in future, this action will be taken.

A record will be kept of all complaints about malpractice or maladministration and this record will be reviewed periodically by the Training Manager in order to identify any patterns or trends.

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