



Malpractice and Maladministration Policy

Designated Malpractice/Maladministration Officer: Head of Centre

Writer/reviewer of this policy: Head of Quality

The Bikeability Trust is committed to providing excellent services through its learning environments and by eliminating any malpractice and maladministration in the management of its organisation and in the delivery of qualification training by the Trust or our approved satellite centres. A full list of satellite centres can be found on The Trust's [website](#)

The Trust aims to promote accountability and develop a culture which encourages the openness to disclose any observations, suspicions or 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 staff, tutors/assessors, learners and any relevant third parties. The Head of Centre will also ensure that colleagues (employees, tutors/assessors and satellite staff) have read and understood this policy and that any amendments to the policy are communicated to relevant parties. This will be covered during quarterly Recognised Delivery Centre (RDC) and Level 3 Tutor Community of Practice meetings.

Learners should be made aware of this policy at the start of their qualification and the policy will be accessible within booking confirmation emails, during onboarding and on our website.

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 the whole or part(s) of another person's work, with or without the originator's permission.
- Learners using Artificial Intelligence (AI) to either produce work or to base their work upon.
- Using another person's work without appropriately acknowledging the source.
- failing to comply with the assessor's/invigilator's instructions and/or 1st4sport 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 any approved adaptations to the standard learning or assessment process via reasonable adjustments or special considerations with the aim of influencing the outcome of the assessment.
- failing to comply with qualification, assessment and 1st4sport 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 certificates.

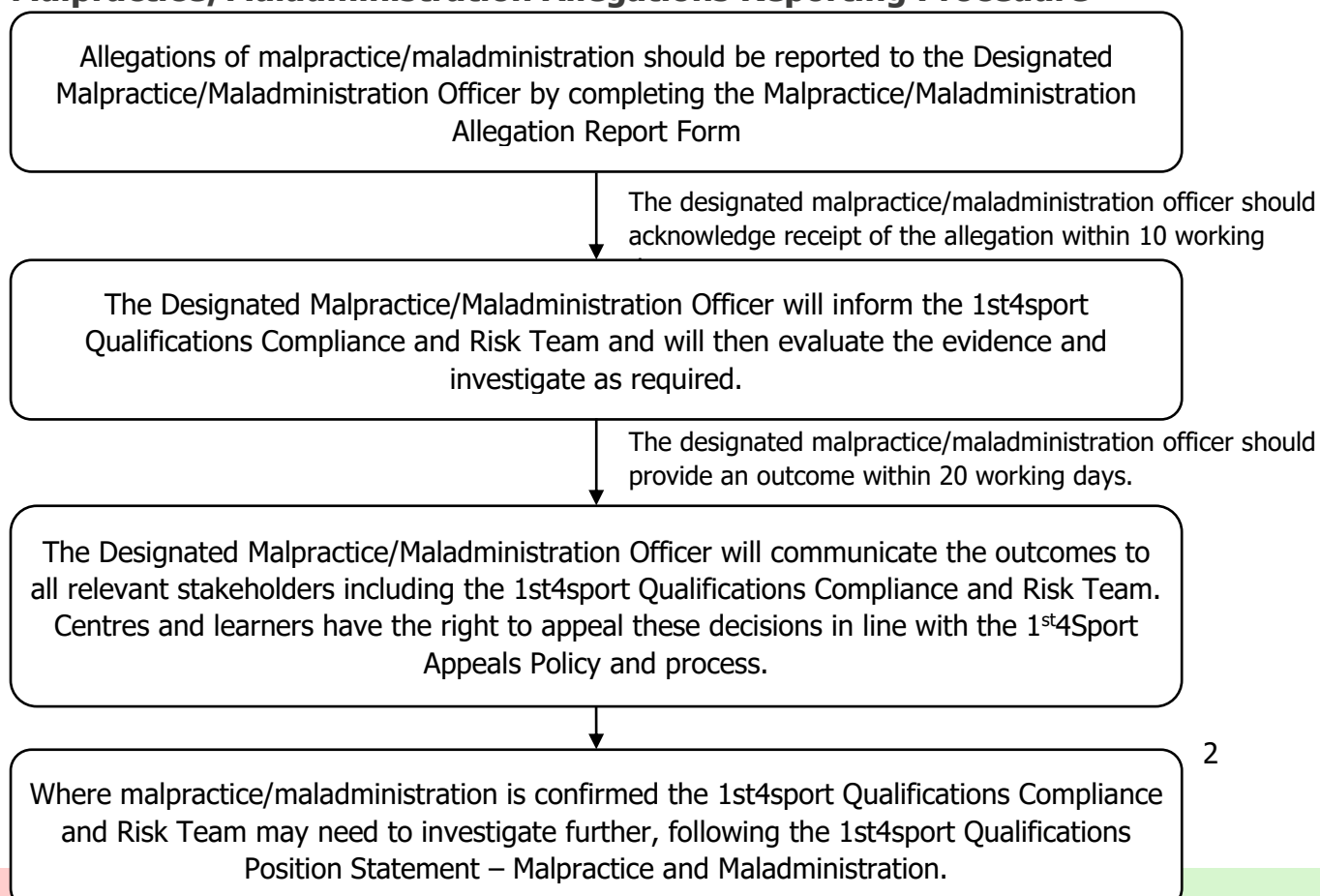
Definitions

The following definitions apply solely to the context of accredited qualification participation, delivery and/or assessments.

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 accreditation as an RDC and/or our centre status, 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 accreditation as an RDC and/or our centre status, 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.

Malpractice/Maladministration Allegations Reporting Procedure





Outcomes and Penalties

Workforce

Withholding information or failing to report promptly any suspected cases of malpractice or maladministration may result in the imposition of sanctions on the workforce staff (Heads of Centre, Administrator, Tutor/Assessors and Internal Quality Assurers). This may also lead to the withdrawal of centre or satellite centre status.

Workforce staff who commit malpractice/maladministration, which is confirmed after investigation, may be subject to penalties, including, but not limited to:

- exclusion from the delivery of the qualification on behalf of The Trust
- exclusion from the assessment of the qualification on behalf of The Trust
- exclusion from the internal verification/moderation of the qualification on behalf of The Trust
- exclusion from the financial/quality management/administration of the qualification on behalf of The Trust
- temporary suspension from delivering or assessment of the qualification on behalf of The Trust
- work only under supervision from a Trust's tutor or internal quality assurer.
- undertake specific training.

Employees of The Trust or Satellite Centres may also be subject to their employer's disciplinary procedures.

Learners

Learners should be made aware of the penalties for/consequences of breaching regulations, which may include one or more of the following:

- written warning.
- disqualification from entering one or more (re)assessments.
- disqualification from the whole qualification.

Learners must understand that where the allegations are proven, certificates may be invalidated and those already issued may be withdrawn.

Subject to their contractual agreements, Learners may also be subject to their employer's disciplinary procedures.



Document control

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Approved by (name) John Jackson (Trustee)

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