



Malpractice and Maladministration Policy

Introduction:

The aim of this policy is to ensure the integrity and credibility of the qualifications offered by ADV Swim School who will ensure the avoidance of malpractice and maladministration in the aspects of delivery and assessment of the qualifications offered through the company. This policy applies, but is not limited to directors of the company, tutors/trainers, assessors, internal verifiers and learners.

Definition of Malpractice and Maladministration:

Malpractice is defined as any deliberate or neglectful act which undermines the integrity and validity of assessment and certification of a qualification. Maladministration is defined as any activity or practice which results in unintentional non-compliance with regulations and requirements of the qualifications offered.

Examples of Malpractice and Maladministration:

- Failure to maintain and adhere to awarding body/organisation approval criteria
- Failure to carry out delivery, assessment, or internal verification in accordance with awarding body/organisation requirements
- Failure to adhere to learner registration and certification procedures
- Fraudulent claim for certificates
- Forgery of evidence
- Plagiarism of any nature by learners
- Submission of false or inaccurate information to gain a qualification or unit
- Knowingly giving advice which is misleading or inadequate

Managing Malpractice and Maladministration:

ADV Swim School, its employees and learners should be vigilant to potential acts of malpractice or maladministration.

Where a potential or actual case of malpractice or maladministration is identified these must be immediately notified to the key contact.

The following information should be put in writing including appropriate supporting evidence:

- Your name and contact details
- Learner's name



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- Course name, venue and dates (if applicable)
- ADV Swim School employee's name and job role - if they are involved
- Details of the suspected or actual malpractice or maladministration

ADV Swim School will appoint someone with no previous involvement with the circumstances of the report. This person will consider and investigate the content of the report and identify any appropriate interventions.

The outcomes of the investigation, including the interventions and impact of these, will be recorded and placed on file.

If the outcome of the investigation proves that either malpractice or maladministration has taken place Safety Training Awards will be notified immediately.

Confidentiality will be maintained throughout this process.

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