

## Maladministration and Malpractice Policy

Malpractice is defined as a deliberate act to deceive or falsify records in order to gain a qualification, result or certificate. It covers any deliberate actions, neglect, default or other practice that compromises, or could compromise:

- The assessment process
- The integrity of regulated qualification
- The validity of a result or certificate
- The reputation and credibility of Sports Leaders UK/SLQ or
- The qualification of the wider qualifications community
- The authority, reputation or credibility of any awarding organisation or centre of any officer, employee or agent of any awarding organisation or centre

Malpractice may include a range of issues from the failure to maintain appropriate records or systems to the deliberate falsification of records in order to claim certificates.

For the purpose of this policy this term also covers misconduct and forms of unnecessary discrimination of bias towards certain groups of learners.

Maladministration is essentially any activity or practice which result in noncompliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration within a centre.

CPTSA is committed to investigating all suspected cases of malpractice and will take appropriate action in order to maintain the integrity and validity of awards and our reputation as a provider and partner of Sports Leaders.

CPTSA will not tolerate actions of malpractice and maladministration and we work to reduce instances of:

plagiarism, copying or passing off work as their own without acknowledging the source, cheating to gain an unfair advantage or altering results including on certification.

Staff and learners will be informed of the malpractice and plagiarism policy via induction processes and CPTSA website

CPTSA will take positive steps to prevent and reduce instances if malpractice by:

- Showing learners appropriate formats to record cited texts and other materials
- Introduce procedures for assessing work and reducing or identifying malpractice
- Interview quality assurance
- Supervised study
- Questioning to check understanding

All cases of suspected or confirmed malpractice must be reported to the CPTSA and SLQ through the procedure outlined in SLQ Whistleblowing policy and procedure. CPTSA are responsible for investigating and reporting all cases of malpractice to Sports Leaders and conducting a full and thorough investigation.

- Incidences reported to appropriate person (CPTSA)
- Incidence reported immediately to SLQ
- Individuals involved is alleged/actual malpractice informed in writing making them full aware of the malpractice and possible consequences at the earliest opportunity
- Individual given the opportunity to respond in writing and informed of the appeal process and possible penalties if sanctions upheld
- Upon conclusion of a full investigation, the individual will be informed of the decision and sanction imposed if malpractice if proven.
- We aim to action and resolve all stages of an investigation within 20 working days of receipt of the allegation. On occasions this may take longer if a centre visit is required.

Staff responsible

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*SLQ Malpractice and Maladministration policy and procedure content referenced*