



## Malpractice and Maladministration Policy Statement

Malpractice is any deliberate action, neglect, wrongdoing, or misconduct that compromises or could compromise the integrity of training/assessment and the validity of results.

Maladministration is any activity, neglect or other practice that leads to an inefficient, dishonest, or poor administration/management. This may or may not be deliberate.

### **Examples of malpractice and maladministration**

#### **Instructor/Assessor**

- Registering trainees for the wrong qualifications
- Falsifying records or submitting false claims
- Failing to carry out assessments as required or cutting short tests
- Giving Learners the answers to questions on an assessment
- Making changes to training/assessment material (without prior approval from the awarding organisation)

#### **Learners/Candidates**

- Pretending to be someone else
- Cheating during an assessment
- Giving deliberately misleading information or providing false information about past qualifications and experience
- Selling or otherwise misusing skills identify cards

### **Investigation**

Should Treepartner Training be notified of an alleged malpractice or maladministration, it will immediately inform the relevant awarding organisation (LANTRA or City & Guilds) whereupon they will undertake an investigation in line with their own Malpractice and Maladministration policy. Treepartner Training will cooperate fully with any ongoing investigation and will provide copies of training/assessment documents or any other paperwork which relates to the issue in question.

***This policy will be reviewed 2 yearly by Richard Allmond (Treepartner Training) or sooner in the case of new legislation/guidance***

