



Malpractice statement

Version 1

Startright training is committed to pursuing the highest standards of probity and the elimination of malpractice in the management of our organisation and aims to promote accountability and a climate of openness to encourage the disclosure of allegations of malpractice. Personnel/candidates/individuals must report allegations to Mark Neville.

It is ultimately the responsibility of the head of centre Mark Neville to ensure that the policy is published and accessible to all personnel, candidates and any relevant third parties however the quality coordinators (QCs) specific to each qualification are responsible for ensuring this information is fully understood by their qualification team and by the candidates who commence courses / programs in their area.

Information contained within this document applies to all personnel/candidates/individuals involved with startright Training, arrangements in place offer individuals a safe and accessible procedure for reporting malpractice in a confidential manner on the basis that startright training will take appropriate steps to ensure that individuals reporting allegations of malpractice are not penalised and are protected against false, malicious or anonymous accusations startright training is keen to encourage personnel/ candidates /individuals to report allegations without fear, and will ensure that any disclosure is treated with the utmost confidentiality.

Anonymous allegations will only be considered if they are of a serious nature and the evidence is sufficient to warrant an investigation and for appropriate action to be taken

All allegations will be submitted to the awarding body for investigation.

Instances of malpractice that may be committed by personnel or candidates include:

- Committing plagiarism by copying or passing off the whole part(s) of another person's work, with or without the originators permission and without properly acknowledging the source.
- Failing to comply with the assessors/invigilators instructions and/or startright regulations in relation to the assessment and security
- Misusing assessment material
- Impersonating other candidates by pretending to be someone else, in order to produce work for another, or arranging for another to take ones place in an assessment
- Fabricating and/or altering results and /or evidence, documents and / or certificates
- Using unauthorised material in relation to the requirements of supervised assessments

- Behaving in a way such as to undermine the integrity of the assessment

Personnel and/or candidates who commit malpractice and who fail to comply with the guidance on regulations on regulations for assessment will lead startright training to with hold the candidates results. Withholding information or failing to report promptly any suspected cases of malpractice or non compliance by centre personnel and/or candidates may result in the imposition of sanctions / penalties on startright training with the possible outcome being the suspension of certification/registration or even recognised centre status.

Candidates are required to be aware of 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 course

Candidates must understand that if allegations are proven certificates may be invalid and those already issued may be withdrawn

Personnel who commit malpractice, which is confirmed after investigation, may be subject to penalties, including

- Exclusion from the delivery of the qualification
- Exclusion from the assessment of the qualification
- Exclusion from internal verification/ moderation of the qualification
- Exclusion from the financial / quality management / administration of the qualification
- Temporary suspension
- Work only under supervision
- Undertake specific training

Reviewed: November 2018 - Next review: November 2019