

Malpractice & Maladministration Policy

Overview

Malpractice can be defined as deliberate wrong doing or misconduct, Maladministration may be defined as inefficient bad or dishonest management or administration.

This may or may not be deliberate.

The following list gives examples of malpractice and maladministration:-

- Learners
- Falsifying records
- Pretending to be someone else
- Failure to disclose a medical condition which might jeopardised the safety of themselves or other people.
- Selling lending or otherwise misusing certificates or Skills ID cards
- Cheating during assessment

Instructors and Assessors

- Giving deliberately misleading information
- Failing to carry out assessments as required
- Breach of confidentiality of assessment materials
- Copying tests without permission
- Failure to act in accordance with the conditions of approval as an instructor trainer or assessor.

What we will do

Any suspicion of malpractice or maladministration identified by Goole Training will be recorded and reported the relevant awarding organisation within 5 working days.

If an instructor or assessor working on behalf of Goole Training has suspicion of malpractice or maladministration the must report it immediately to Goole Training or the awarding organisation as appropriate.

Goole Training will observe, monitor and review the arrangement of suitable training, its delivery and the record keeping of instructors and assessors to ensure they follow the correct procedures.