

### Statement

FLM Training Limited will endeavour to:

- Identify and minimise the risk of malpractice by staff or learners.
- Respond to any incident of alleged malpractice promptly and objectively.
- Standardise and record any investigation of malpractice to ensure openness and fairness.
- Impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven.
- Protect the integrity of this centre, awarding organisation and the ESFA qualifications/standard

### Responsibility

The responsibility for the administration of this policy lies with the Directors

### Company Commitment

In order to do this, FLM Training Limited will:

- Seek to avoid potential malpractice by using the induction period and the student handbook to inform learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
- Show learners the appropriate formats to record cited texts and other materials or information sources.
- Ask learners to declare that their work is their own.
- Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.
- Conduct an investigation in a form commensurate with the nature of the malpractice allegation. It will proceed through the following stages:
  1. Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
  2. Give the individual the opportunity to respond to the allegations made.
  3. Inform the individual of the avenues for appealing against any judgment made.
  4. Document all stages of any investigation

### **Action**

- All staff and learners are to be made aware of this policy (normally at induction).
- Failure by the learner to adhere to this could result in the offending piece of work being declared void.
- Failure by a member of staff to adhere to this could result in disciplinary action.
- Inform the individual of the issues and of the possible consequences.
- Ensure the individual the opportunity to respond.
- Inform the awarding organisation/ESFA of any malpractice or attempted acts of malpractice, which have compromised assessment as soon as possible.

### **Definition of Malpractice by Learners**

This list is not exhaustive and other instances of malpractice may be considered by FLM Training Limited at its discretion:

- Plagiarism of any nature.
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work.
- Copying (including the use of ICT to aid copying).
- Deliberate destruction of another's work.
- Fabrication of results or evidence.
- False declaration of authenticity in relation to the contents of a portfolio or coursework.
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.

### **Definition of Malpractice by Staff**

This list is not exhaustive and other instances of malpractice may be considered by FLM Training Limited at its discretion:

- Improper assistance to candidates.
- Inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made.

- Failure to keep candidate coursework/portfolios of evidence secure.
- Fraudulent claims for certificates.
- Inappropriate retention of certificates.
- Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves centre staff producing work for the learner.
- Producing falsified witness statements, for example for evidence the learner has not generated.
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework.
- Facilitating and allowing impersonation.
- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis. This is permissible up to the point where the support has the potential to influence the outcome of the assessment.
- Falsifying records/certificates, for example by alteration, substitution, or by fraud.
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment.