



PRO PERFORMANCE TRAINING LTD **MALPRACTICE AND MALADMINISTRATION POLICY**

Overview

These procedures apply to all Pro Performance Training LTD qualifications. Course tutors/students must inform Pro Performance Training LTD of any suspected or alleged malpractice or maladministration including the following examples:

Malpractice

- the evidence assessed is not the student's own work;
- the student has not finished the qualification
- the qualification has been completed on the basis of falsified records;
- suspected irregular use of independent assessment papers and marking guides.

Maladministration

- Administration of learning and assessment is flawed, not fit for purpose or inefficient
- Certificates have been claimed in error due to ineffective processes

All Pro Performance Training LTD approved courses must follow Pro Performance Training LTD procedures for reporting and dealing with any suspected case of malpractice or maladministration. Pro Performance Training LTD must ensure that their staff, learners and others involved in providing a qualification must be aware of these procedures.

Pro Performance Training LTD requires all tutors to report any malpractice or maladministration suspected **after** learners have been registered. The possible implications of a failure to co-operate with these requirements will impact on the issue of certificates and the future acceptance of entries.



9.0 Malpractice and Maladministration Policy

Any complaint with regards suspected malpractice or maladministration must go directly to Pro Performance Training LTD's Chief Executive Officer and the accrediting body must be notified by the Director of Education. This is to ensure that all Quality Assurance Processes are adhered to.
