



# MALPRACTICE POLICY

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Target Audience	All

# Malpractice Policy

## Introduction

Wandsworth Council Lifelong Learning is committed to creating an environment where learners, customers, team members and other stakeholders' value and respect equality and diversity in all activities.

## Policy Statement

Wandsworth Council Lifelong Learning does not tolerate actions (or attempted actions) of malpractice by learners or team members in connection with any assessments or certification. Wandsworth Council Lifelong Learning will invoke disciplinary procedures with team members, or sanctions against learners, where incidents (or attempted incidents) of malpractice and/or plagiarism have been proven. Awarding bodies may also look to impose penalties or sanctions.

## Scope

To ensure that all learners and team members have a clear understanding of how to comply with the Wandsworth Council Lifelong Learning's Malpractice and Plagiarism Policy.

## Definition of Malpractice and Maladministration

For the purposes of this policy, malpractice is defined as the deliberate falsification of records and/or using unfair means during assessments or examinations in order to obtain a qualification or certificate.

Maladministration is essentially any activity or practice which results in non-compliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration.

### **Examples of staff malpractice:**

- Claiming certification for non-active learners/apprentices
- Claiming a certificate for learners who have not undergone appropriate assessment
- Claiming for incorrect units or qualifications
- Claiming for fictitious learners/apprentices
- Using any unauthorised books, notes or other material for theory examinations
- Communicating with other learners or outside sources during theory examinations

**Examples of learner malpractice:**

- plagiarism of any nature
- collusion by working collaboratively with other learners to produce work that is submitted as individual learner work
- copying another learner's work and submitting as their own (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 Plagiarism

**For the purposes of this policy, plagiarism is defined as:**

Copying and passing off as the learner's own, the whole or part(s) of another person's work, including artwork, images, words, computer-generated work (including Internet sources), whether published or not, with or without the originator's permission and without appropriately acknowledging the source.

Collusion, by working collaboratively with other learners to produce work that is submitted as individual learner work. Learners should not be discouraged from teamwork, as this is an essential key skill for many sectors and subject areas, but the use of minutes to record allocating tasks, agreeing outcomes, etc., are an essential part of team work and this must be made clear to the learners.

Wandsworth Council Lifelong Learning is committed to banishing plagiarism in learners/apprentices work and dealing effectively with cases when they do occur.

## Requirements for Implementation

Learners will be informed of Wandsworth Council Lifelong Learning policy on assessment malpractice and plagiarism during induction and provided with written details in their learner handbook.

Where appropriate, learners will be shown the appropriate formats to record cited texts and other materials or information sources, including websites.

## Reporting Malpractice, Plagiarism or Maladministration

Instances of suspected malpractice are to be reported using the form at Annex A. The Deputy Head of Lifelong Learning will investigate any alleged irregularities and in all cases, notify the appropriate awarding body EQA once malpractice has been proven. The Lead IQA will also be responsible for seeking awarding body guidance immediately where required and indicating any pro-posed action as well as providing an estimated timescale for any investigation.

# WLLL Report of Suspected Malpractice, Plagiarism or Maladministration

Type of Programme (Traineeship, Study Programme, Apprenticeship, Private)

Date of incident:

Venue:

Learner's Name:

Tutor/Assessor/Witness Name and Role:

Give details of the suspected malpractice and/or plagiarism (please continue on a separate sheet if necessary)

Tutor/Assessor Name:

Signature:

Date:

Deputy HLLL Name:

Signature:

Date:

Summary of findings and action taken:

- Related documents**
- [Learner Handbook](#)
  - [Data Protection Policy](#)
  - [Apprenticeship Handbook](#)