



MALPRACTICE POLICY

FEBRUARY 2024

Version:	3
Original Policy issued:	February 2017
Reviewed:	February 2024
Next review date:	February 2026
Review cycle:	Every two years
Name originator/author:	Joss New - Deputy Head of Lifelong Learning
Contact details:	Joss.new@richmondandwandsworth.gov.uk T: 020 8871 5372 M: 07867 151502
Target Audience	All

Content

Section	Page
1 Introduction	3
2 Policy Statement	3
3 Scope	3
4 Definition of Malpractice & Maladministration	3
5 Definition of Plagiarism	4
6 Implementation of the Policy	5
7 Reporting Malpractice, Plagiarism or Maladministration	5
Appendix A - WCLL Report of Suspected Malpractice, Plagiarism or Maladministration	6

Malpractice Policy

1 | Introduction

This policy has been developed to ensure that there are no actions taken to undermine integrity of the assessment process and certification of the qualifications.

2 | 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.

3 | Scope

The aim of this policy is to ensure that all learners and team members have a clear understanding of how to comply with Wandsworth Council Lifelong Learning's Malpractice and Plagiarism Policy.

4 | Definitions of Malpractice, Maladministration, Plagiarism and Collusion

The term "malpractice" covers the issues of malpractice, maladministration and plagiarism.

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

Plagiarism is the copying and passing-off as the learner's own, the whole or part(s) of another person's work, with or without the originator's permission and without appropriately acknowledging the source.

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 collaborating with other learners to produce work that is submitted as individual learner work.
- Copying another learner's work and submitting it as their own (including the use of technology 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 or test.

5 | Plagiarism & Collusion

Plagiarism and collusion are serious violations of our policy.

Plagiarism occurs when a learner copies someone else's work, such as text, images or artwork, computer-generated work, whether published or not, and presents it as their own without crediting the original creator. This also involves use of internet materials without permission.

Collusion occurs when learners co-operate on individual work but pretend it is their own. While teamwork is important, learners must recognize the difference between collusion and collaboration.

When learners collaborate, each person's input should be original, and the collaborative process should be documented through the use of minutes to record the allocation of tasks, agreed outcomes, etc. It is an essential part of teamwork and this must be made clear to the learners.

Wandsworth Council Lifelong Learning is committed to preventing plagiarism and collusion in the work of learners and apprentices and will deal with cases effectively when they do occur.

6 | Implementation of the Policy

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

Learners will be guided on how to correctly cite texts, materials, and information sources, such as websites, when it's relevant to their work.

7 | Reporting Malpractice, Plagiarism or Maladministration

Instances of suspected malpractice must be reported using the form in Appendix A. The Deputy Head of Wandsworth Council Lifelong Learning will investigate any alleged irregularities and, in all cases, notify the External Quality Assessor of the appropriate awarding body immediately. The Lead Internal Quality Assessor will be responsible for seeking guidance from the awarding body and advising of any proposed action as well as providing an estimated timescale for any investigation.

Appendix A

WLL Report of Suspected Malpractice, Plagiarism or Maladministration

Type of Programme (Accredited, Apprenticeship, Private)

Date of incident:

Venue:

Learner/Apprentice Name:

Tutor/Sills Coach//Witness Name and Role:

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

Wandsworth Lifelong Learning Malpractice Policy

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](#)