

# Malpractice Policy

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Aiming to improve the quality-of-life skills and employability of residents in the borough, making Wandsworth a vibrant and prosperous learning community.

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# 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 malpractice by learners, apprentices, or team members. This includes actions such as plagiarism, maladministration, collusion or any attempt to gain unfair advantage in assessments, exams, or certification. Where malpractice or plagiarism is proven, disciplinary procedures will be followed for staff, and appropriate sanctions will be applied to learners or apprentices. In some cases, awarding bodies may also impose penalties.

## 3 | Scope

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

## 4 | Definitions of Malpractice, Maladministration, Plagiarism and Collusion

In this policy, malpractice includes malpractice itself, maladministration, plagiarism and collusion.

- Malpractice refers to deliberately falsifying records or using unfair methods during assessments or exams to gain a qualification or certificate.
- Maladministration means poor or careless administration that leads to not following required procedures or regulations.
- Plagiarism is when a learner copies someone else's work, either in full or in part, and presents it as their own, without appropriately crediting the original source.
- Collusion occurs when learners work together on a task that's meant to be completed individually and then present the shared work as their own. While collaboration and teamwork are encouraged, it's important to understand the difference - individual work must reflect your own effort and understanding.

**Examples of staff malpractice:**

- Claiming certification for non-active learners or apprentices.
- Claiming a certificate for learners who have not undergone appropriate assessment.
- Claiming for incorrect units or qualifications.
- Claiming for fictitious learners or apprentices.
- Using 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 (see below).
- Collusion 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** is when a learner copies someone else's work, either in full or in part, and presents it as their own, without appropriately crediting the original source.

This also involves use of internet materials without permission.

**Collusion** occurs when learners work together on a task that's meant to be completed individually and then present the shared work as their own. While collaboration and teamwork are encouraged, it's important to understand the difference - individual work must reflect your own effort and understanding.

When learners collaborate, each person's input should be original, and the collaborative process should be documented using 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 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, Maladministration or Collusion

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

### WLLL Report of Suspected Malpractice, Plagiarism, Maladministration or Collusion

Type of Programme (Accredited,  
Apprenticeship, Private)

Date of incident:

Venue:

Learner or Apprentice Name:

Tutor/Sills Coach//Witness Name and Role:

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

Tutor/Skills Coach Name:

Signature:

Date:

Assistant Head of Lifelong Learning Name:

Signature:

Date:

Summary of findings and action taken:

### Related documents

- Data Protection Policy
- WCLL Community Classroom and Apprenticeship Handbook