

Malpractice and Maladministration Policy

Scope and Purpose of Policy

This Policy sets out the quality management process to ensure that any suspected or alleged instances of malpractice or maladministration are investigated rigorously and effectively and comply with the 'General Conditions of Recognition'

Policy Statements

This policy aims to:

- ensure that any investigation is conducted fairly and by persons who are competent and have no personal interest in the outcome;
- ensure the consistency of any investigation across the College;
- ensure that any investigation is conducted in a timely manner;
- ensure that any suspected or alleged instance of malpractice is reported to regulators and awarding organisations in accordance with 'General Conditions of Recognition';
- ensure that the College co-operates with any regulator or awarding body as part of an investigation into suspected or alleged malpractice;
- ensure any individuals are informed of the procedures any investigation will follow and the possible consequences, should malpractice be proven;
- ensure there is a clear reporting process in place to inform all relevant parties of the outcome of any investigation of suspected or alleged malpractice.

Responsibilities

The Principal will be responsible for ensuring that:

- The College's Malpractice Policy and procedures are fully implemented and followed by staff.
- Sufficient resource is allocated to this area.

The Governing Body will be responsible for ensuring that:

- The Policy is reviewed on a regular basis (as per the policy terms of review) and appropriate advice is given on content.

The Senior Planning Group will be responsible for:

- Reviewing this Policy and the attached procedures.
- Monitoring the application of the procedures, supporting staff to adhere to the policy and responding effectively to any areas of concern.
- Ensuring that relevant college procedures and practices eg admissions, tutorial etc.

The Dean of Quality Improvement is responsible for:

- Maintaining the currency of this policy and associated procedures.
- Ensuring the allocation of appropriate resources to meet the requirements of the policy and associated procedures.
- Providing appropriate training and development.
- Appropriate steps are taken to monitor data linked to this policy and that this data is used to inform and improve practice.

All Staff are responsible for:

- Treating all learners with dignity and respect, to ensure their own conduct does not cause offence or misunderstanding.
- Being aware of this policy and the procedures and working in a way that does not contravene their contents.
- Working within the requirements of Data Protection and GDPR.
- Communicating effectively with staff to ensure the needs of learners are met.
- Attending CPD events on aspects relevant to the success of this policy and associated procedures.

Learners are responsible for:

- Attending induction and tutorial sessions to ensure they are aware of the policy and the opportunities it raises.
- Following procedures related to this policy.
- Providing feedback on the policy in learner focus groups and via other opportunities.

Equality and Diversity Statement

In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Equality Act.

Health and Safety Implications

None.

Welsh Language Standards

This policy does not affect the Welsh language negatively. In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Welsh Language Standards.

Linked Policies

Quality Policy
Complaints and Compliments Policy
E&D Policy
Plagiarism Policy
Whistleblowing Policy

Linked Procedures

Complaints Procedure
IQA Procedure
Whistleblowing Procedure

Location and Access to the Policy

This policy is available from the staff intranet and may be out of date if printed.
There is a Welsh version of this document available.

Date approved:	15/4/16
Approved by:	CQSA
Review date:	31/7/21

Responsible Manager:	Dean of Quality Improvement
Executive Lead:	Deputy Principal
Accessible to Students: :	Yes