

This policy provides definition and examples of Malpractice and Maladministration which may occur. The process for preventing, investigating and dealing with Malpractice and Maladministration is described.

## **1) Definition – Malpractice (by HT Training Ltd)**

Malpractice is any activity or practice which deliberately contravenes procedures and regulations. It means that there are serious concerns about the integrity of the training.

Examples of malpractice:

- Falsification of documents.

## **2) Definition – Malpractice (by learners)**

Malpractice is any activity or practice which deliberately contravenes procedures and regulations.

Examples of malpractice:

- Cheating of any nature by learners, including plagiarism
- Deliberate misuse of the ILM or HT Training logo by the learner/delegate
- Repeated maladministration (normally three consecutive incidents).

For specific guidance on plagiarism and cheating please see the Plagiarism & Cheating Policy

## **3) Definition – Maladministration**

Maladministration is an activity or practice which results in non-compliance with regulations, but it's normally the result of a genuine mistake rather than any deliberate plan to gain an unfair advantage.

For more general concerns or complaints please see the Complaints Policy.

## Action

The HT Training directors will oversee the investigation process and will ratify the outcome.

If the investigation confirms that malpractice has taken place, dependant on the gravity and scope, one or more of the following actions will be taken:

- Disallowing all or part of a learner/s assessment evidence or marks
- The learner/s certificates will not be issued, or previously issued invalid certificates for that learner/s will be withdrawn
- No further registrations will be accepted for the learner/s
- A report will be made to the relevant regulatory bodies and may be shared with other awarding organisations and/or other agencies such as funding bodies or the police
- ILM membership may be withdrawn for the learner/s