



Treeevolution Scotland



Malpractice and Maladministration Policy

This policy outlines the procedures to be followed in identifying and reporting malpractice by instructors/assessors and/or learners and the actions which may be taken by Treeevolution Scotland, LANTRA and CITY & GUILDS.

1 Malpractice and maladministration

In respect of Treeevolution Scotland, malpractice and maladministration is where there is a deliberate action taken by an instructor/assessor or by a candidate which is inappropriate and unprofessional or where as an organisation, a deliberate action is taken which is inappropriate and unprofessional.

Examples of malpractice and maladministration

1.1 Instructor

- Falsifying records
- Failing to carry out assessments as required; cutting short tests or giving learners answers to tests
- Making changes to training/assessment materials without prior approval from Lantra/City & Guilds
- Submitting false claims

1.2 Candidate

- Pretending to be someone else
- Selling or otherwise misusing skills identity cards
- Cheating during an assessment
- Giving deliberately misleading information

1.3 Treeevolution Scotland

- Failing to carry out adequate internal quality assurance
- Submitting false claims
- Failing to co-operate with quality assurance checks
- Misusing logos from external organisations
- Registering learners for the wrong qualifications

2 Investigation

Where there is found to be an alleged malpractice or maladministration, there will be an investigation. The investigation will be carried out within 10 working days. The appropriate awarding body, LANTRA or City & Guilds will be notified of the pending investigation. Following the conclusion of the investigation there will be the right of appeal for the person/organisation concerned and the outcome of the investigation will be reported to the relevant external organisation.

2.1 Investigation of an Instructor

- This will be carried out by the Training Manager.
- An appeal will be heard by the owner of Treeevolution Scotland.

2.2 Investigation of a candidate

- This will be carried out by the Training Manager
- An appeal will be heard by the owner of Treeevolution Scotland.

2.3 Investigation of Treeevolution Scotland

- This will be carried out by the relevant organisation; LANTRA or City & Guilds.
- An appeal will be in line with that organisation's appeal processes.

3 Investigation Process

The investigation process will be fair and transparent. The investigating officer will present the allegations to the person concerned and make a written record of their response. They will carry out further interviews of any witnesses before writing up the facts obtained and presenting these in a report with a recommendation of action. This will be notified to the person concerned, copied to the external organisation and will include their right of appeal. An appeal should be submitted no later than 10 working days following the date of the letter. The appeal will be dealt with within 10 days of receipt of the appeal.

It is likely that the relevant external organisation will carry out their own investigation into the incident of malpractice or maladministration.

4 Quality Assurance

Following an incident of malpractice or maladministration a review will take place by the Business Development Manager to ensure that any lessons learned are incorporated into future practice.

All incidents of malpractice or maladministration will be recorded and kept for 1 year. If disciplinary action is taken against an instructor/assessor, this will remain on their record for 1 year.

5 Review of Policy

A review of this policy will take place within 2 years.