



## **Malpractice and Maladministration Policy**

This document sets out Essex Youth Build's policy for preventing and addressing malpractice and maladministration in relation to the courses it delivers.

### **Definitions**

**Malpractice:** Any errors in the delivery of qualifications and assessments, whether deliberate or unintentional.

**Maladministration:** Any errors, deliberate or accidental, in the administration of paperwork and records within the office.

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### **Responsibilities of Essex Youth Build**

All staff are responsible for reporting any suspected malpractice or maladministration, whether deliberate or accidental, immediately. In the first instance, reports should be made to the Manager, who will investigate and/or escalate the matter to the relevant Awarding Organisation (AO).

Essex Youth Build will ensure compliance with the conditions of the AO and will provide full access to qualification and centre records when required.

Essex Youth Build will respond promptly to recommendations from its Internal Quality Assurer (IQA) or External Quality Assurer (EQA) to ensure fairness, compliance, and consistency across all qualifications.

Essex Youth Build has an Internal Quality Assurance Policy which underpins this policy.

All administrative staff involved in learner registration will be inducted and trained to ensure compliance with AO registration and certification procedures. Instructors will be made aware of relevant registration deadlines.

Essex Youth Build will ensure that all instructors and assessors:

Are appropriately qualified and trained.

Have access to all necessary resources to deliver qualifications, including *Assessment Definitions and Methods* documentation.

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### Responsibilities of Learners

All learners are inducted on their first day.

This induction includes information on the following procedures:

Learner Complaints Procedure

Learner Appeals Procedure (specific to assessment outcomes)

Disciplinary Policy

Equal Opportunities and Diversity Policy

All learners must sign an anti-plagiarism declaration as part of their course paperwork (except where assessments are online).

The delivery model (primarily one-to-one or small groups of no more than 6 learners per instructor) significantly reduces opportunities for plagiarism or collusion. Essex Youth Build typically has fewer than 12 learners on site at any one time.

Learners are generally referred through schools, Youth Justice Service, Self Referrals and NEETS.

Any instances of learner malpractice (e.g., interference with another student's work, cheating, plagiarism) will be addressed through EYB's disciplinary system.



## Malpractice & Maladministration Reporting Process For Staff

1. **Identify**
    - You suspect or observe malpractice/maladministration.
  2. **Report Immediately**
    - Inform the **Manager** (verbally and in writing).
  3. **Investigation**
    - Evidence is gathered (documents, witness statements, learner work).
    - Staff and learners involved may be asked for statements.
  4. **Outcome & Action**
    - Manager/AO decides on corrective actions or sanctions.
    - Recommendations are shared with staff (and learners if relevant).
  5. **Record Keeping**
    - All reports and outcomes are documented and stored securely.
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## For Learners

1. **Identify a Concern**
  - You believe malpractice has occurred (e.g., plagiarism, interference with your work).
2. **Report**
  - Speak to your **Instructor** or directly to the **Manager**.
3. **Follow Procedure**
  - Your concern will be reviewed under:
    - Learner Complaints Procedure, or
    - Learner Appeals Procedure (if related to assessment outcomes).
4. **Investigation**
  - The Manager investigates, gathering evidence and speaking with those involved.
5. **Outcome & Action**
  - You will be informed in writing of the outcome.
  - Disciplinary action will be taken where appropriate.
6. **Appeal (if necessary)**
  - If you disagree with the outcome, follow the **Learner Appeals Procedure**.