

First Step Training Malpractice Statement

Version 10

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First Step Training is committed to pursuing the highest standards of probity and the elimination of malpractice in the management of our organisation, and aims to promote accountability and a climate of openness, to encourage the disclosure of allegations of malpractice. Personnel/learners/individuals must report allegations to Robert Brown.

It is ultimately the responsibility of the Head of the Centre, Robert Brown, to ensure that this policy is published and accessible to all personnel, learners and any relevant third parties. However, the Quality and Curriculum Coordinator (QCC) is responsible for ensuring this information is fully understood by their qualification team and by the learners who commence courses/programmes in their area.

Information contained within this documentation applies to all personnel/learners/individuals involved with *First Step Training*. Arrangements in place offer individuals a safe and accessible procedure for reporting allegations of malpractice in a confidential manner, on the basis that *First Step Training* will take appropriate steps to ensure that individuals reporting allegations of malpractice are not penalised and are protected and that individuals accused will be protected against false, malicious or anonymous accusations. *First Step Training* is keen to encourage personnel/learners/individuals to report allegations without fear, and will ensure that any disclosure is treated with the utmost confidentiality.

Anonymous allegations will only be considered if they are of a serious nature and the evidence is sufficient to warrant an investigation and for appropriate action to be taken. All allegations will be recorded and submitted to the awarding body for investigation.

Instances of malpractice that may be committed by personnel or learners include:

- committing plagiarism by copying and passing off the whole or part(s) of another person's work, with or without the originator's permission and without appropriately acknowledging the source
- failing to comply with the assessor's/invigilator's instructions and/or 1st4sport's regulations in relation to the assessment and security
- misusing assessment material
- impersonating other learners 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
- fabricating and/or altering results and/or evidence, documents and/or certificates
- using unauthorised material in relation to the requirements of supervised assessment
- behaving in such a way as to undermine the integrity of the assessment.

Personnel and/or learners who commit malpractice and who fail to comply with the guidance on regulations for assessment will lead 1st4sport to withhold the learners' results. Withholding information or failing to report promptly any suspected cases of malpractice or non-compliance by centre personnel and/or learners may result in the imposition of sanctions/penalties on *First Step Training*, with a possible outcome being the suspension of certification/registration or even recognised centre status.



Learners are required to be aware of the penalties for/consequences of breaching regulations, which may include one or more of the following:

- written warning
- disqualification from entering one or more (re)assessments
- disqualification from the whole qualification.

Learners must understand that if the allegations are proven, Certificates may be invalid and those already issued may be withdrawn.

Personnel who commit malpractice, which is confirmed after investigation, may be subject to penalties, including:

- exclusion from the delivery of the qualification
- exclusion from the assessment of the qualification
- exclusion from the internal verification/moderation of the qualification
- exclusion from the financial/quality management/administration of the qualification
- temporary suspension
- work only under supervision
- undertake specific training.

The Reporting of Malpractice

In order to make an allegation of malpractice, you are required to contact:
<p>Malpractice Officer</p> <p>Robert Brown First Step Training G8 The Bloc, 38 Springfield Way, Anlaby Hull East Yorkshire HU10 6RJ</p> <p>Robert@firststep-sports.co.uk 01482 524002</p>

The Malpractice Officer is required to report allegations of malpractice to the relevant awarding body by completing the *Allegations* form.

