

Forming Connections

MALPRACTICE & MALADMINISTRATION POLICY

Last reviewed: 27/05/2026

Next review due: 28/05/2027

Policy owner: Education Director

Applies to: All staff, contractors, volunteers, associates, and trustees

1. Policy Statement & Scope

At **Forming Connections**, we treat all cases of suspected malpractice and maladministration very seriously. We are committed to protecting the integrity of our assessment processes, the validity of our training events, and the value of our certificates.

The purpose of this policy is to outline how allegations of malpractice or maladministration regarding our training courses and assessments are reported, investigated, and resolved.

This policy applies to:

- **Participants/Delegates/learners** enrolled on any Forming Connections course.
- **Associates, external assessors, or contractors** delivering services on behalf of Forming Connections.

Definitions:

- **Malpractice:** Any deliberate act, or failure to act, that threatens or compromises the integrity of the assessment process, academic honesty, or the validity of certification.
- **Maladministration:** Any mistake, poor record-keeping, or systemic failure to maintain appropriate quality assurance controls.

2. Examples of Malpractice & Maladministration

Participant/Delegate/Learner Malpractice

- **Academic Misconduct:** Plagiarism, copying another person's work, or collaborating with another individual on an assignment where individual work is required.

- **Impersonation:** Arranging for someone else to carry out an assessment or sit an exam on the delegate's behalf.
- **Falsification:** Forging personal ID, fabricating competency documents, or submitting fraudulent evidence to obtain certificates, reasonable adjustments, or special considerations.
- **Disruptive Conduct:** Behaving in an aggressive, offensive, or threatening manner toward the trainer, assessor, or other participants during training events.

Associate, Trainer & Assessor Malpractice

- **Assessment Irregularities:** Knowingly allowing a delegate to cheat, copy work, or assist them beyond what is normally expected in the assessment guidelines.
- **Falsification of Records:** Deliberately tampering with assessment grades, attendance records, or competency signs-offs.
- **Breach of Confidentiality:** Disclosing participant performance data or test results to unauthorized third parties.
- **Failure to Report:** Failing to document or report a suspected case of participant plagiarism or cheating to the Director.

3. Reporting Procedure

Any case of suspected malpractice or maladministration must be flagged and documented immediately.

- **Timeline:** A suspected incident must be reported directly to the Education Director (**Brenda Keirnan**) as soon as possible, and at the latest within **2 working days (48 hours)** of its discovery.
- **How to Report:** Reports should be sent in writing to brenda@formingconnections.co.uk and must include the date, time, location, names of individuals involved, a clear description of the incident, and any supporting evidence.
- **Immediate Warnings:** Wherever possible, provided it does not cause an unsafe disruption to other learners, a participant suspected of malpractice during a live session will be quietly warned immediately that their actions are being noted and reported.

4. Administering and Investigating Suspected Cases

Forming Connections will investigate every case thoroughly to establish the facts, mitigate any adverse risks to certificate validity, and protect our training reputation.

- **Acknowledgement:** The Director will acknowledge receipt of a malpractice report within **5 working days**.
- **Notification:** All involved parties will be contacted individually in writing within **10 working days** of the report. To preserve privacy, personal data will not be shared between parties unless strictly necessary for the investigation.
- **Right to Respond:** The accused individual will be informed of the grounds of the investigation and given **15 working days** to submit a written personal statement responding to the allegations.

5. Sanctions & Outcomes

If an investigation finds that malpractice has been proven, sanctions will be applied fairly and reflect the seriousness of the offence.

For Participants/Delegates:

- A formal written warning regarding future conduct.
- Immediate removal from the training course with a forfeit of certification.
- Notification of the incident to their employer, funding body, or the police if a law has been broken.

For Associates/Contractors:

- A formal written warning.
- The implementation of special conditions, closer quality monitoring, or unannounced drop-ins for future teaching or assessing slots.
- Termination of contract/association with Forming Connections.

6. Appeals & Record Keeping

- **Right to Appeal:** Any individual who has had a malpractice sanction imposed against them has the right to appeal if they believe this policy was not implemented fairly. Appeals must follow our standard **Appeals Procedure**.
- **Reporting to Regulators:** Forming Connections has a duty to inform relevant external authorities or regulatory bodies (such as The CPD Group) if a significant breach of assessment integrity occurs. This notification will take place once the appeal window has closed.
- **Record Retention:** Secure records of all malpractice cases, investigations, and outcomes are maintained confidentially by the Director for a minimum period of **5 years**.

7. Policy Authorisation & Review

This policy has been approved & authorised by:

- **Name:** Brenda Keirnan
- **Position:** Director / Owner
- **Date:** 27th May 2026
- **Review Date of Policy:** 27th May 2027 *(Or sooner if regulatory updates require changes)*